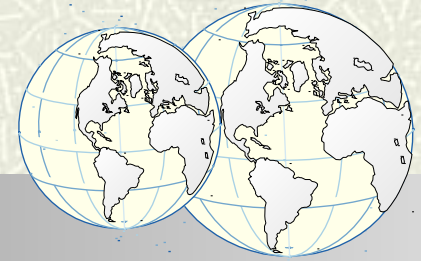


# Computerized Accounts Payable System Clipper



## United States Army Financial Management Command



# Task, Conditions, Standards

---

- # Task: Enter Accounts Payable information into CAPS-C
  - # Conditions: Given a requirement to conduct Commercial Vendor Services in a contingency environment, the CAPS-C system, and contracts, modifications, receiving reports, and invoices.
  - # Standards: Correctly input and compute all documents into the CAPS-C system and prepare payments IAW FAR, DFARS, CFR, and DODFMR, vol.10.
-

# Module 1

---

Basic System Introduction

and

System Navigation

---

# CAPS Applications

---

- # There are two versions of CAPS being used at the present time. They are CAPS-Clipper and CAPS-Windows.
  - # CAPS-Clipper is currently being used in contingency operating environments.
  - # CAPS-W is being used in DFAS sites.
-

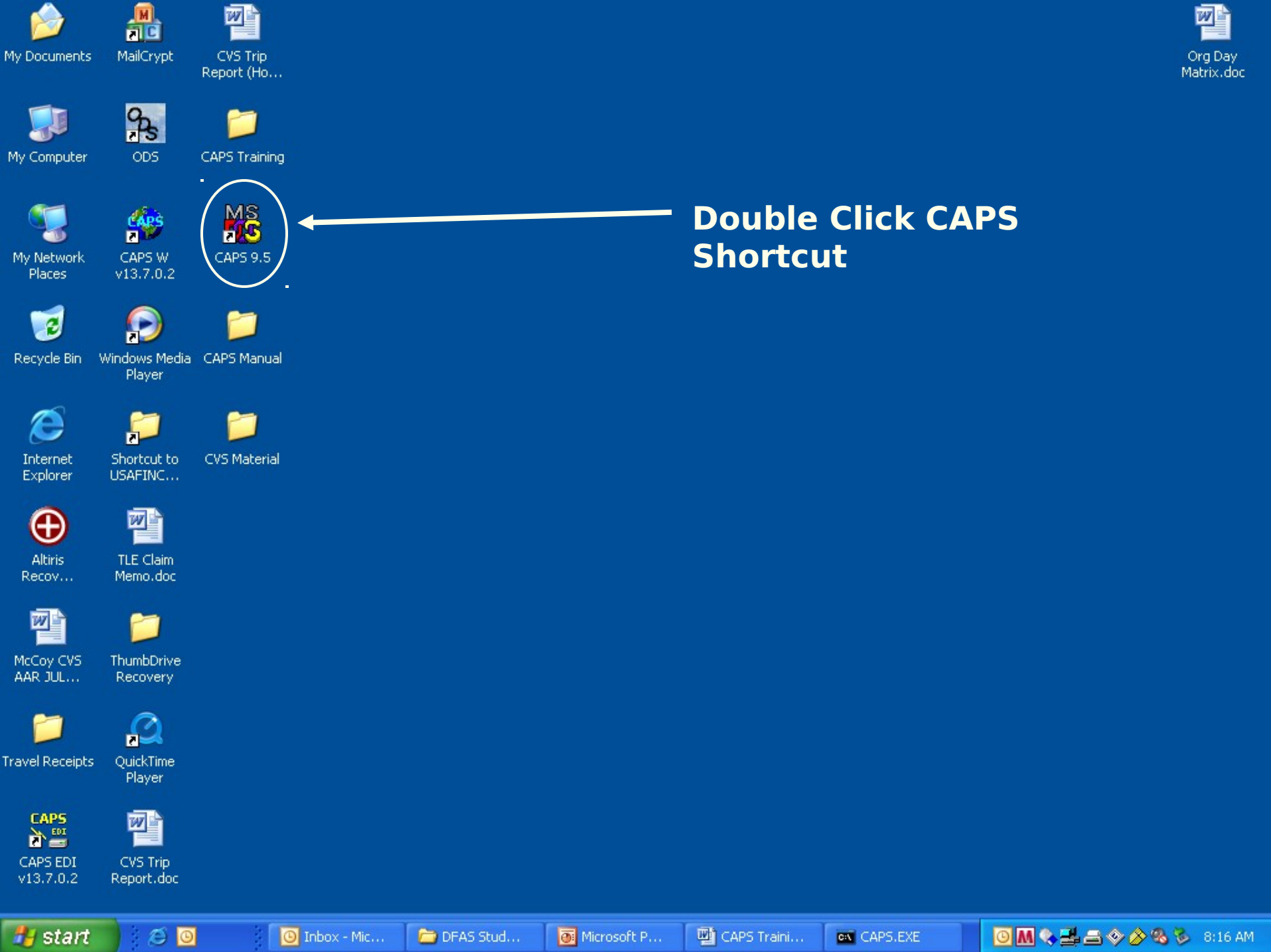


# CAPS-Clipper (CAPS-C)

---

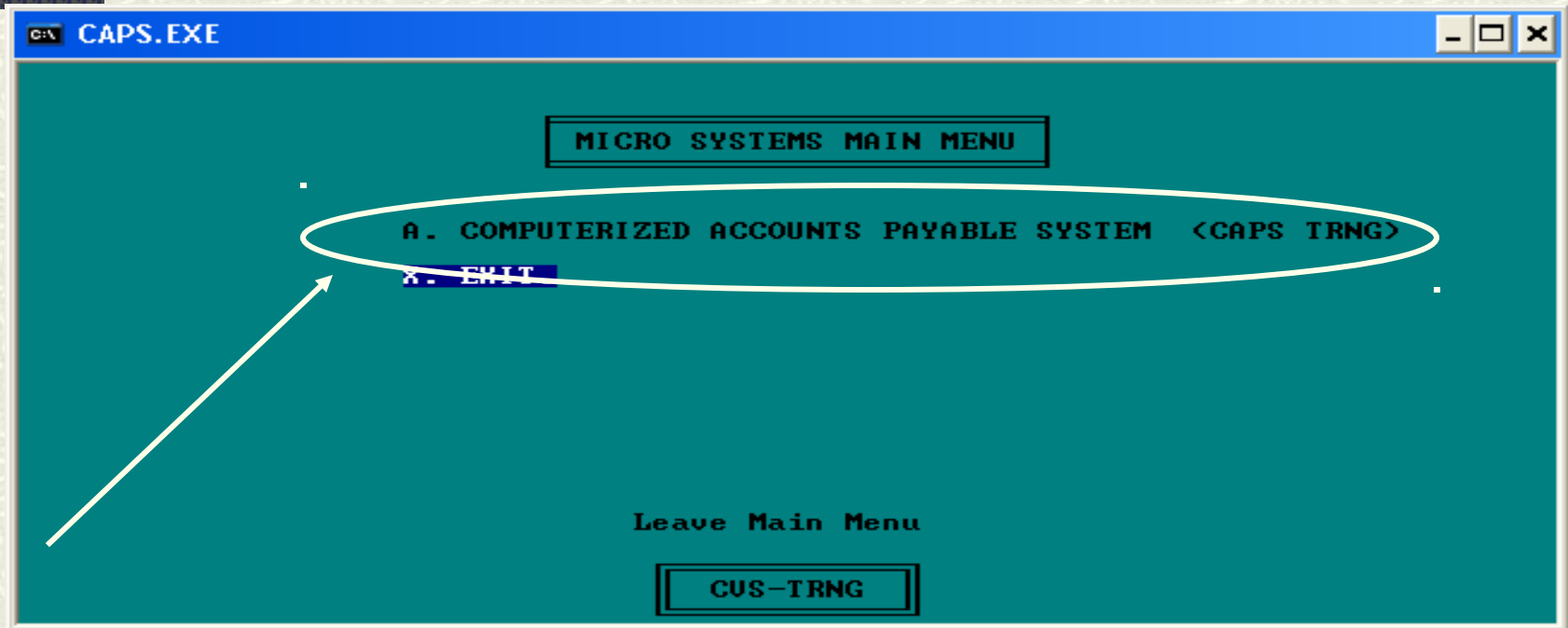
CAPS-C is a Disk Operating System (DOS)-based automated entitlement application. It is the original CAPS and the objectives of CAPS-C are to:

- minimize manual input and calculation
  - comply with the provisions of the PPA
  - accurately determine the due dates for entitlements.
  - reducing lost discounts and interest penalties
  - process payments using Foreign Currency
-



**Double Click CAPS  
Shortcut**

# CAPS Main Menu Screen



Use the keyboard for navigation instead of the mouse.  
**\*\*\*CAPS LOCK KEY MUST BE ON WHILE  
WORKING IN CAPS\*\*\***

# Accessing CAPS-Clipper

C:\ CAPS.EXE



You are accessing a U. S. Government (USG) Information System (IS) that is provided for USG - authorized use only.

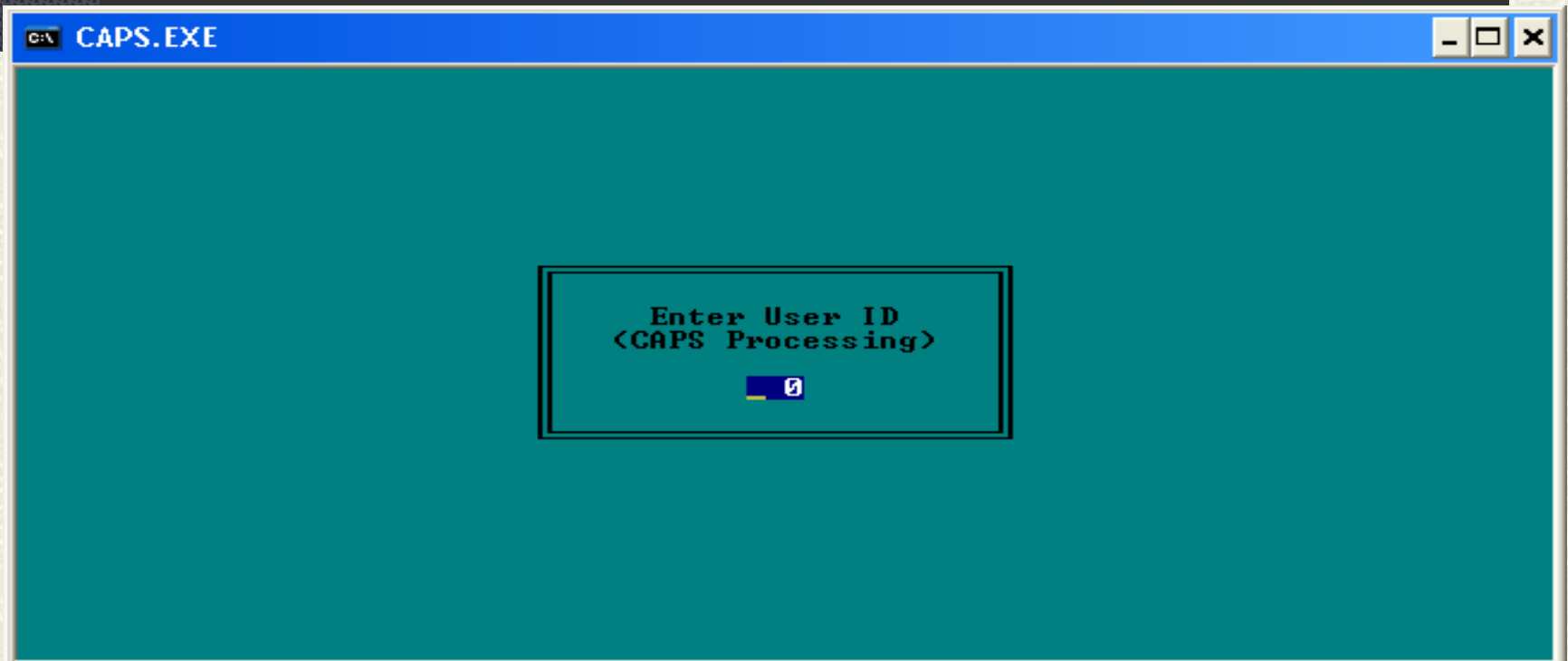
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Ok Exit



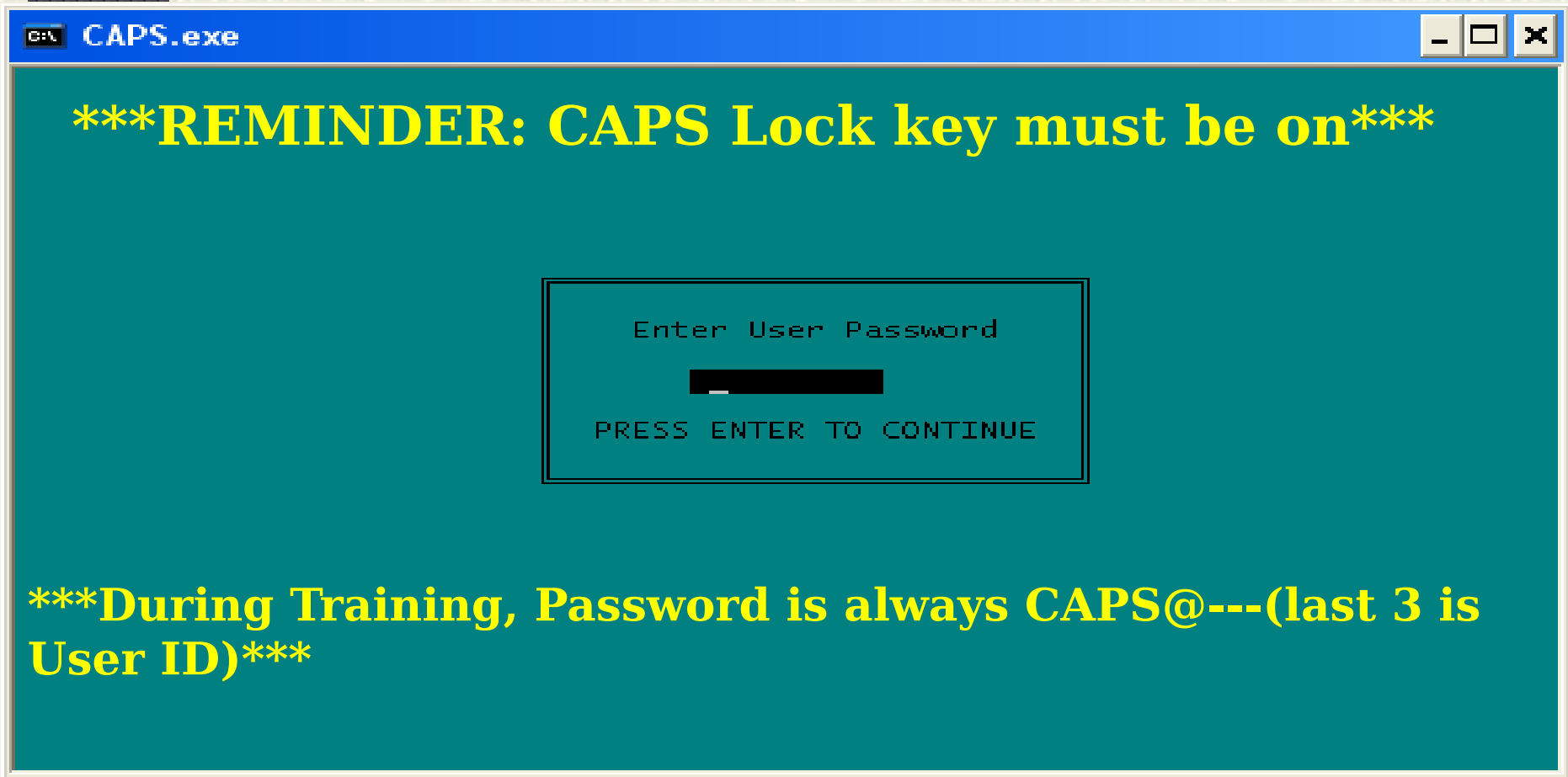
# USER ID FIELD



User ID is 3 digits. Enter the User ID assigned by the instructor.

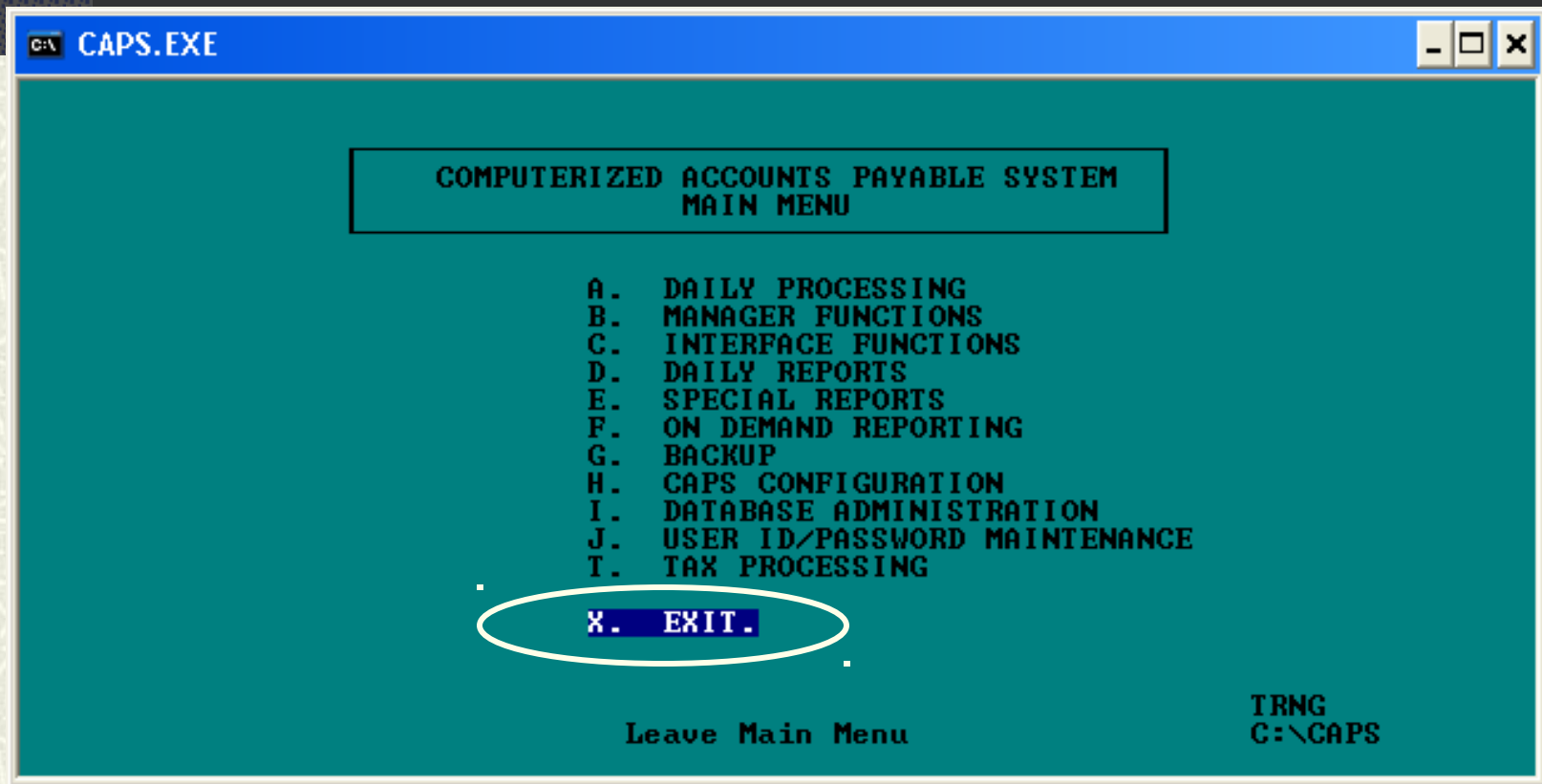
**\*\*\*\*\*DO NOT PRESS ENTER AFTER INPUTTING THE USERID - It will advance for**

# PASSWORD FIELD



-Password will not show when you type it. Cursor will advance to show input.

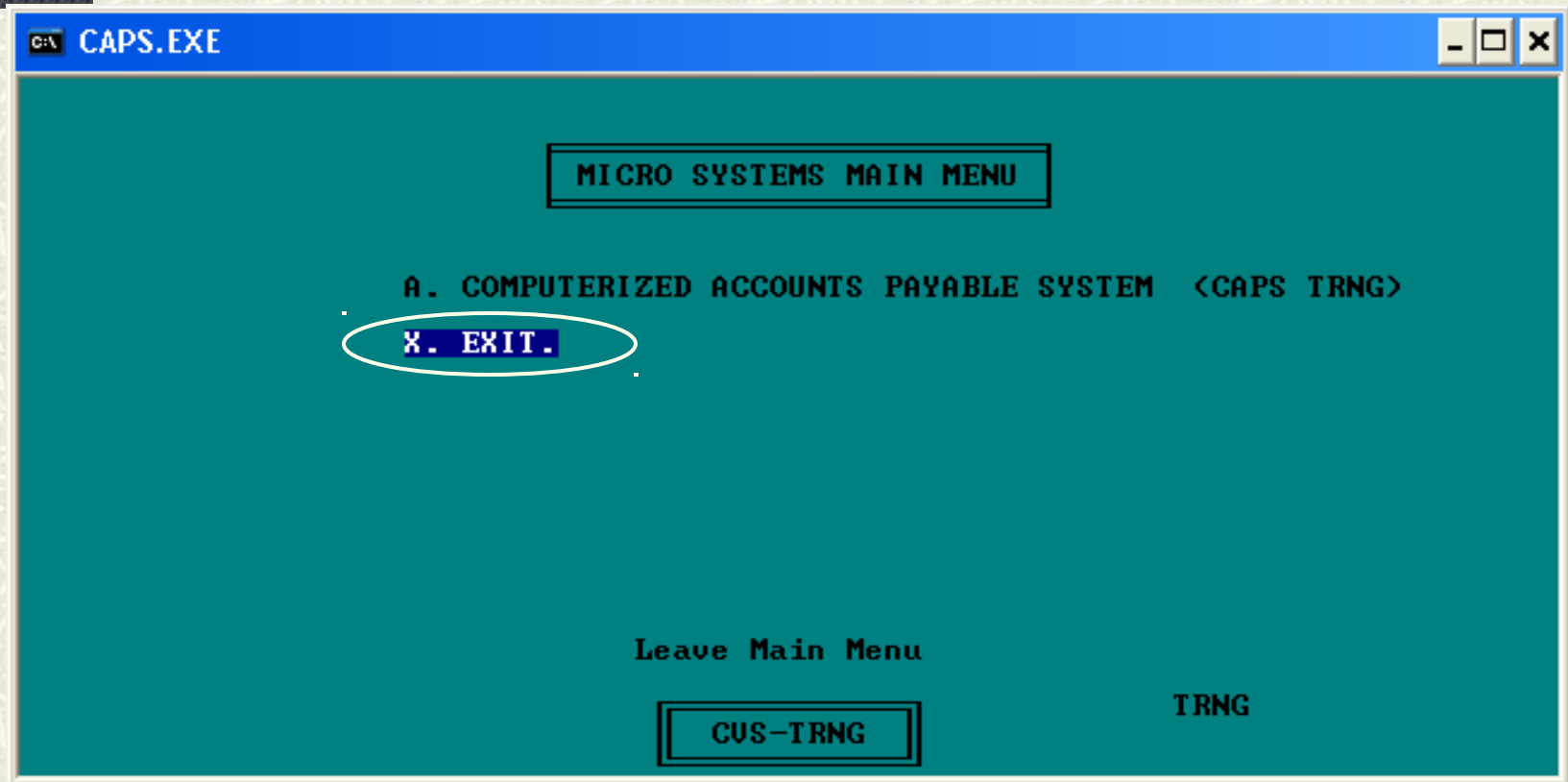
# LOGGING OFF CAPS-C



**The only way to properly log off of CAPS is to press X for EXIT!!!!**

Using CTRL+ALT+DEL or the "X" button on the top right corner will lock the system up and could crash a server database.

# LOGGING OFF CAPS-C

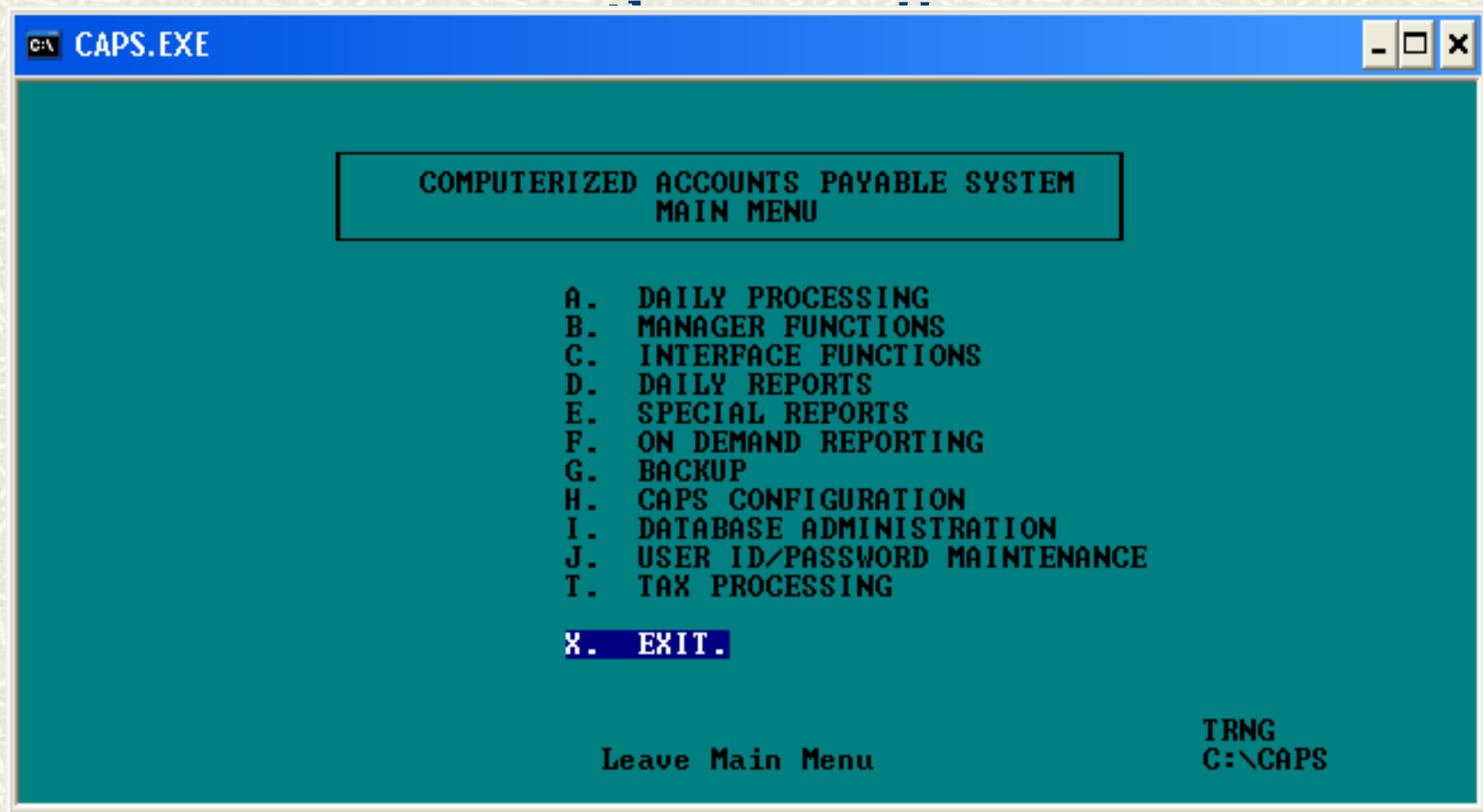


**Press "X" to EXIT the CAPS System**



# Introduction to System Lay-Out

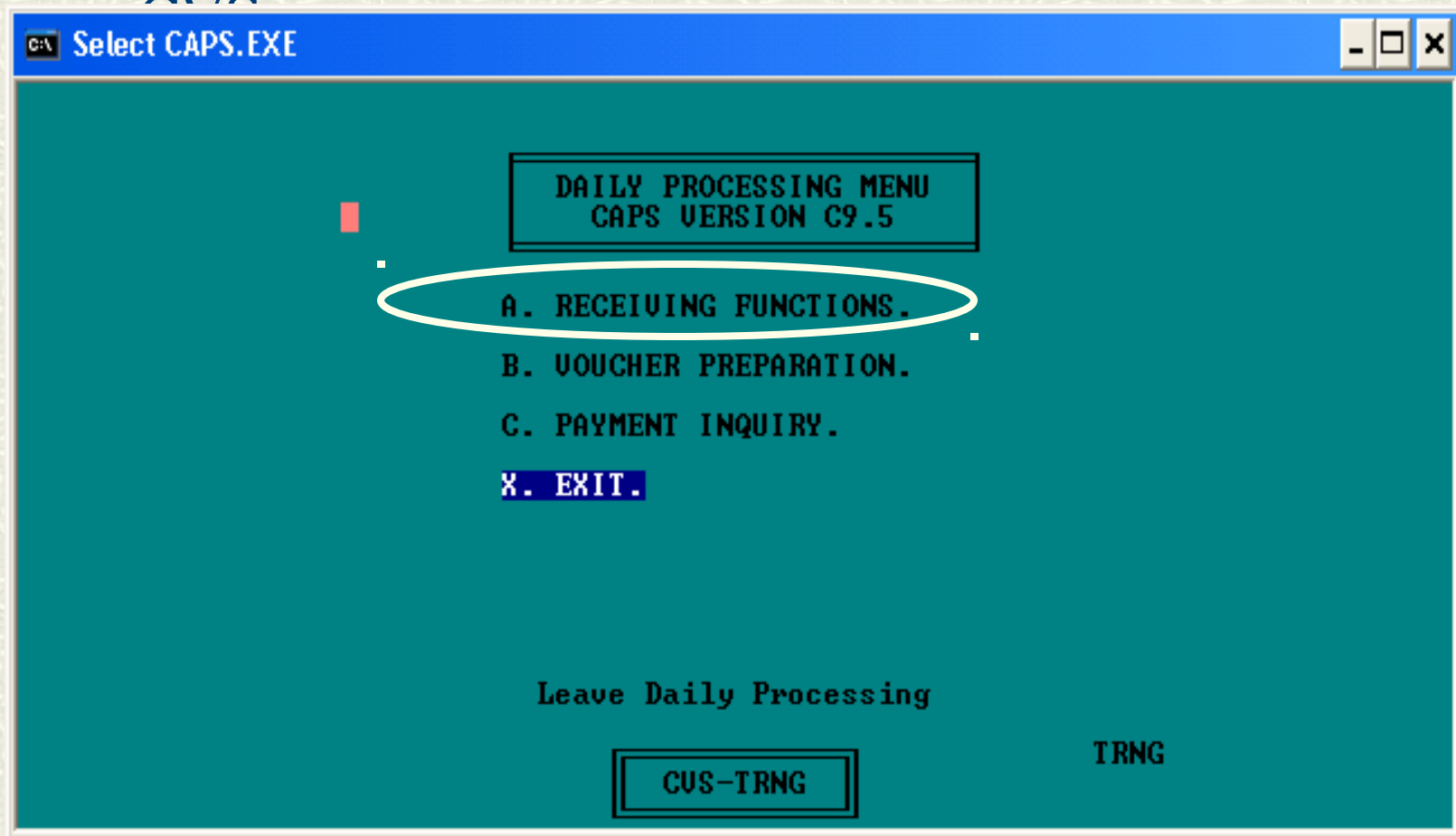
Refer to your Keyboard Handout for navigating within



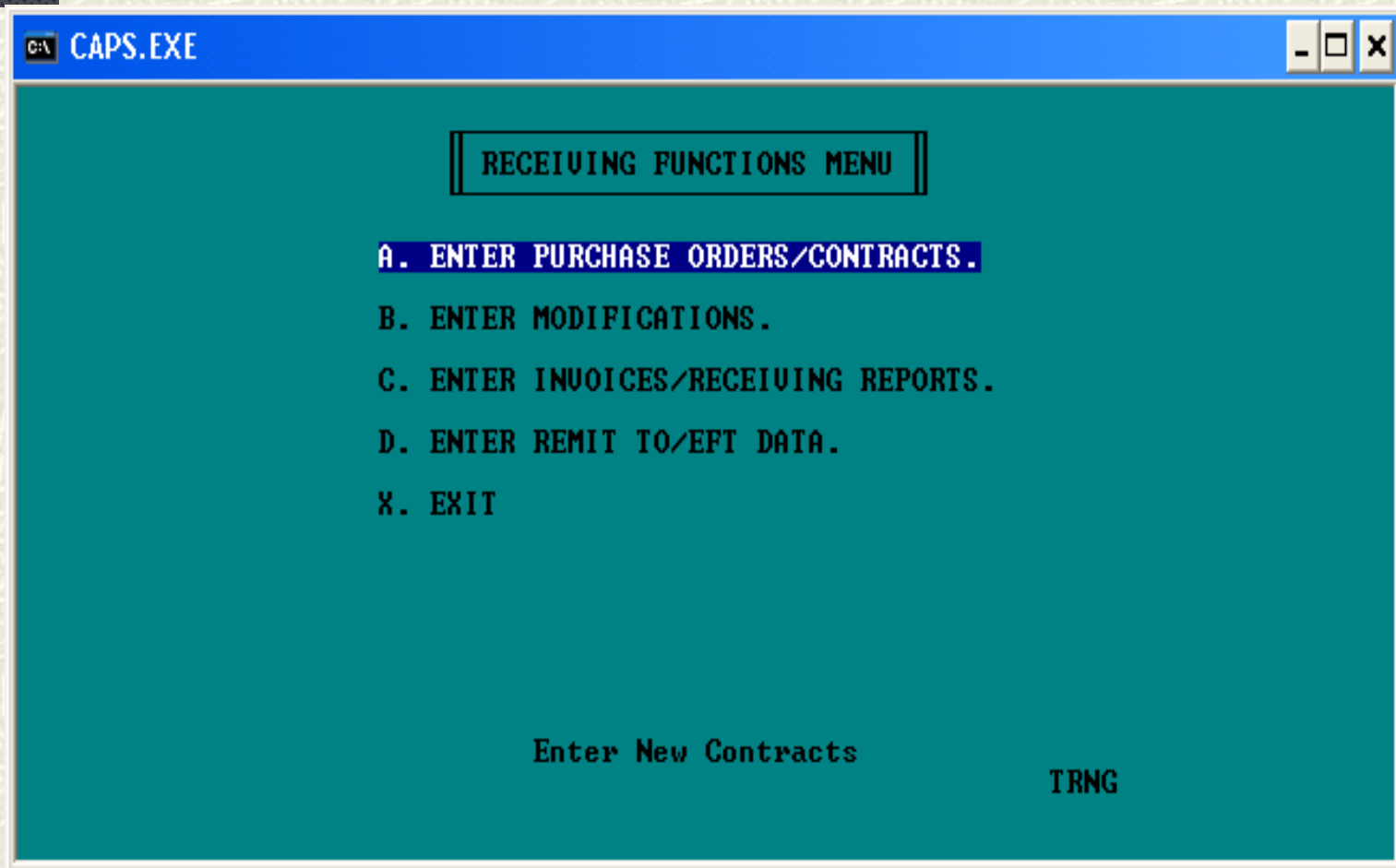
# DAILY PROCESSING MENU

This is the most commonly used menu in

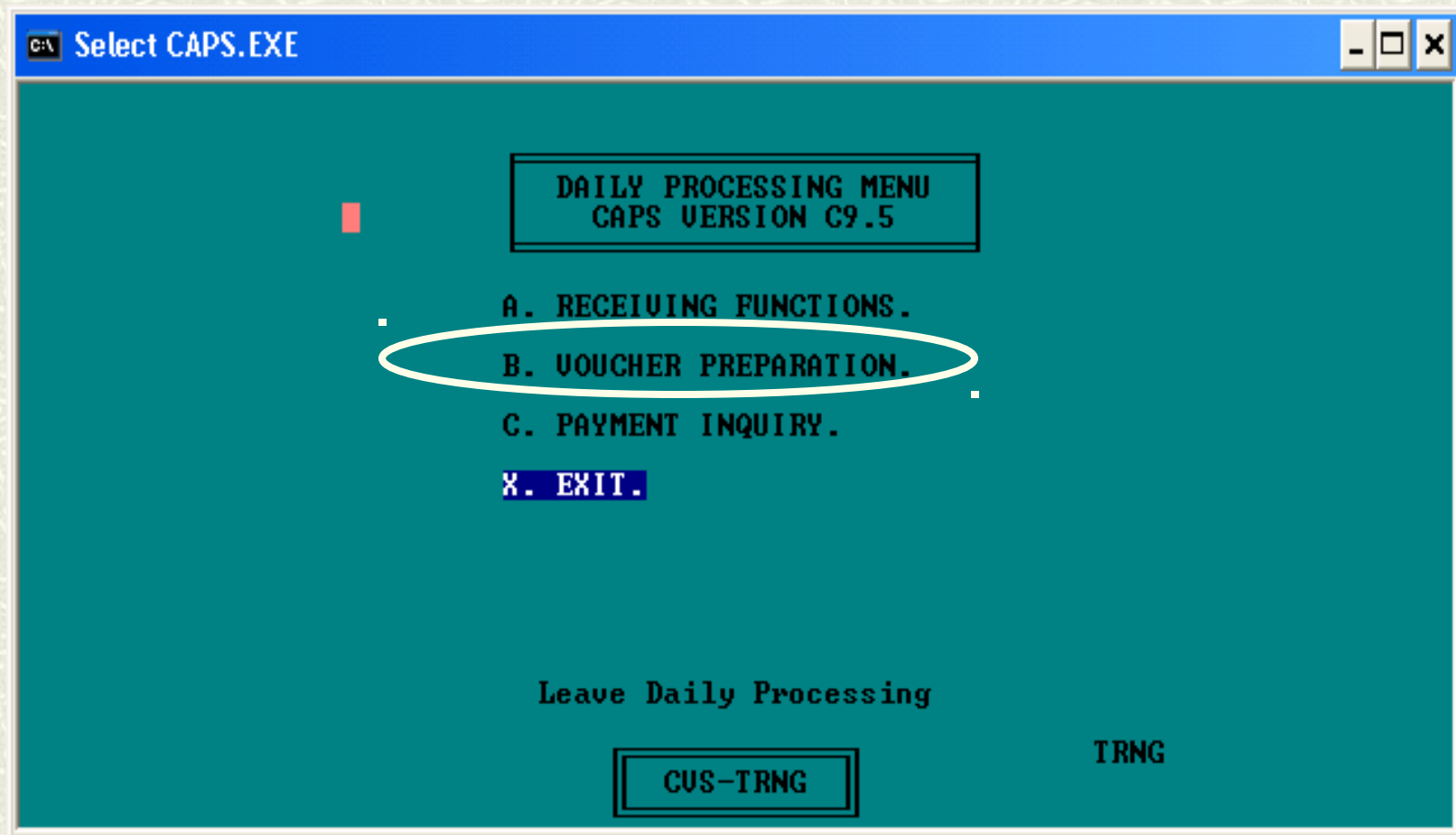
CUS



# RECEIVING FUNCTIONS

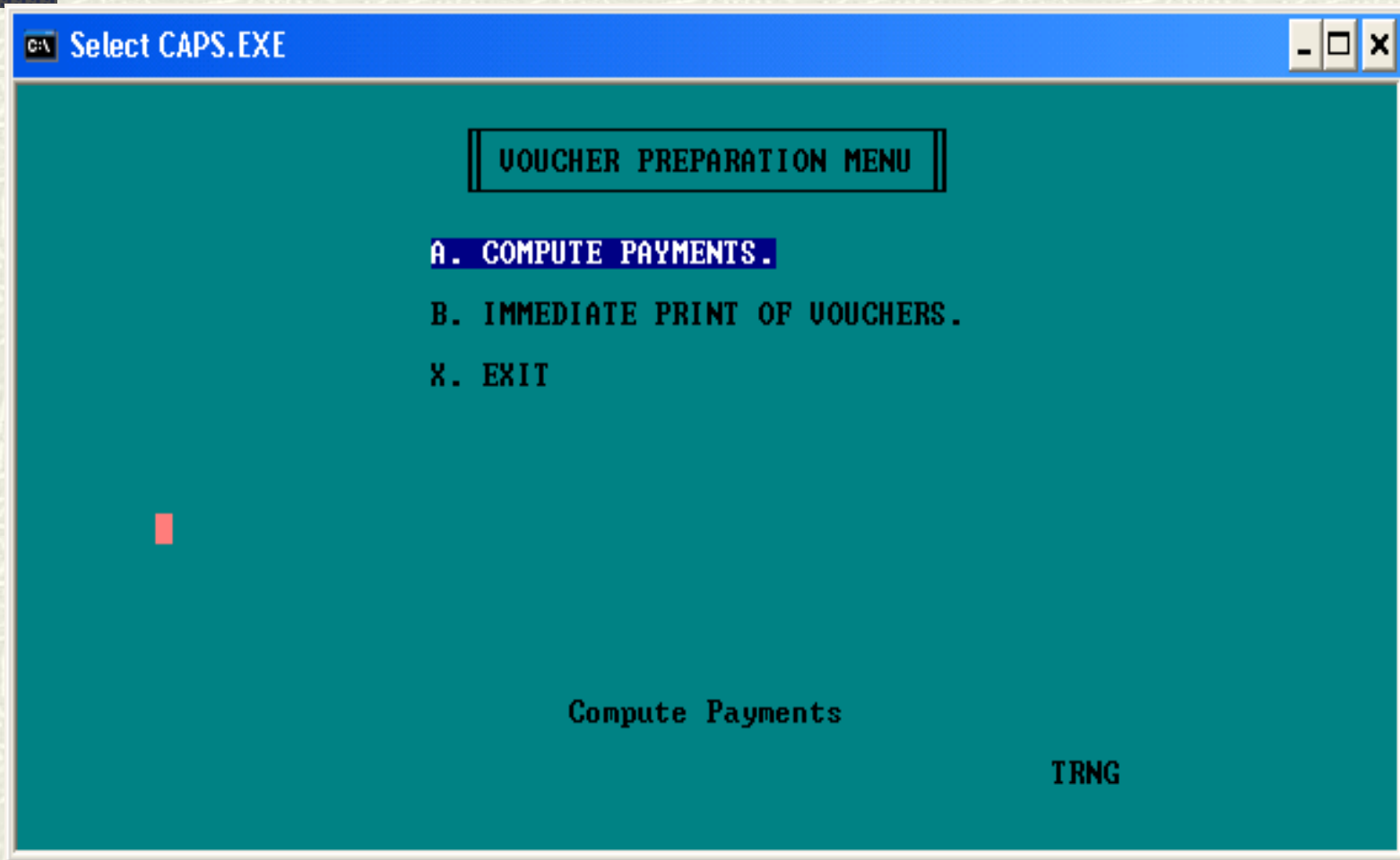


# DAILY PROCESSING MENU

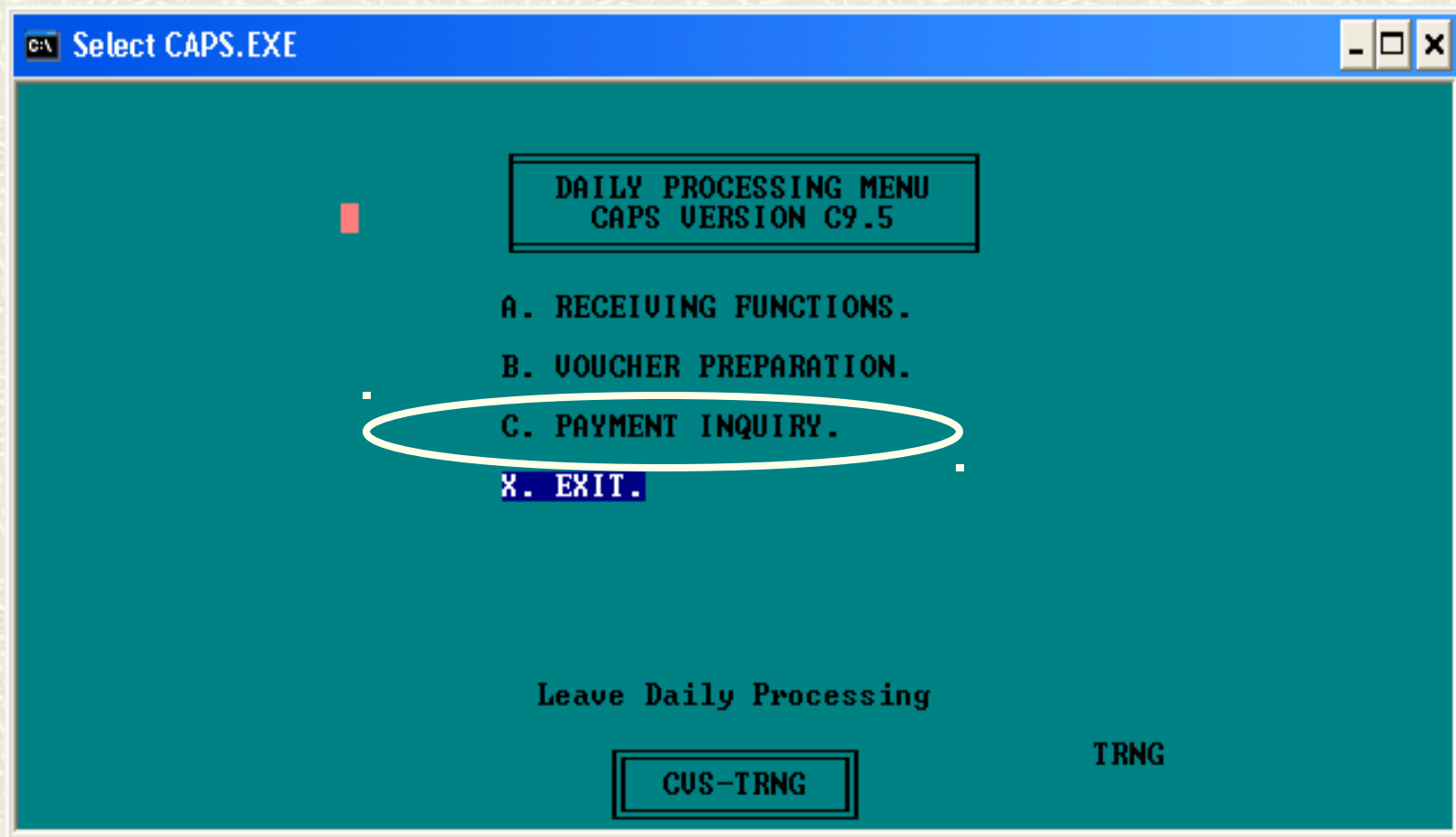




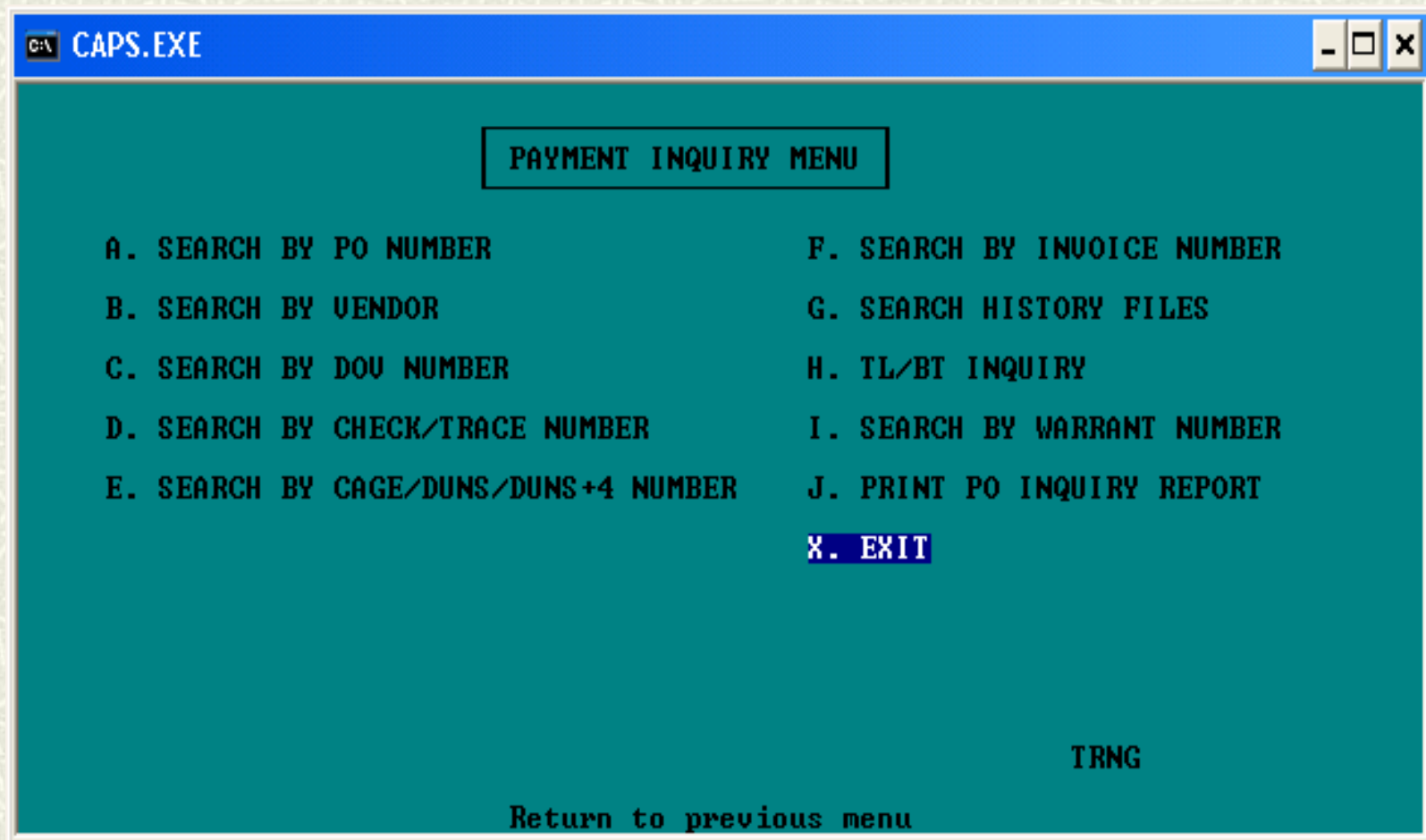
# VOUCHER PREPARATION MENU ON DAILY PROCESSING MENU



# DAILY PROCESSING MENU



# PAYMENT INQUIRY ON DAILY PROCESSING MENU



**CAPS.EXE**

**PAYMENT INQUIRY MENU**

A. SEARCH BY PO NUMBER	F. SEARCH BY INVOICE NUMBER
B. SEARCH BY VENDOR	G. SEARCH HISTORY FILES
C. SEARCH BY DOU NUMBER	H. TL/BT INQUIRY
D. SEARCH BY CHECK/TRACE NUMBER	I. SEARCH BY WARRANT NUMBER
E. SEARCH BY CAGE/DUNS/DUNS+4 NUMBER	J. PRINT PO INQUIRY REPORT
	<b>X. EXIT</b>

TRNG

Return to previous menu

Hi!





# Module 2

---

## Input Contracts and Modifications into CAPS-C

---

# Introduction

---

- # Input contract

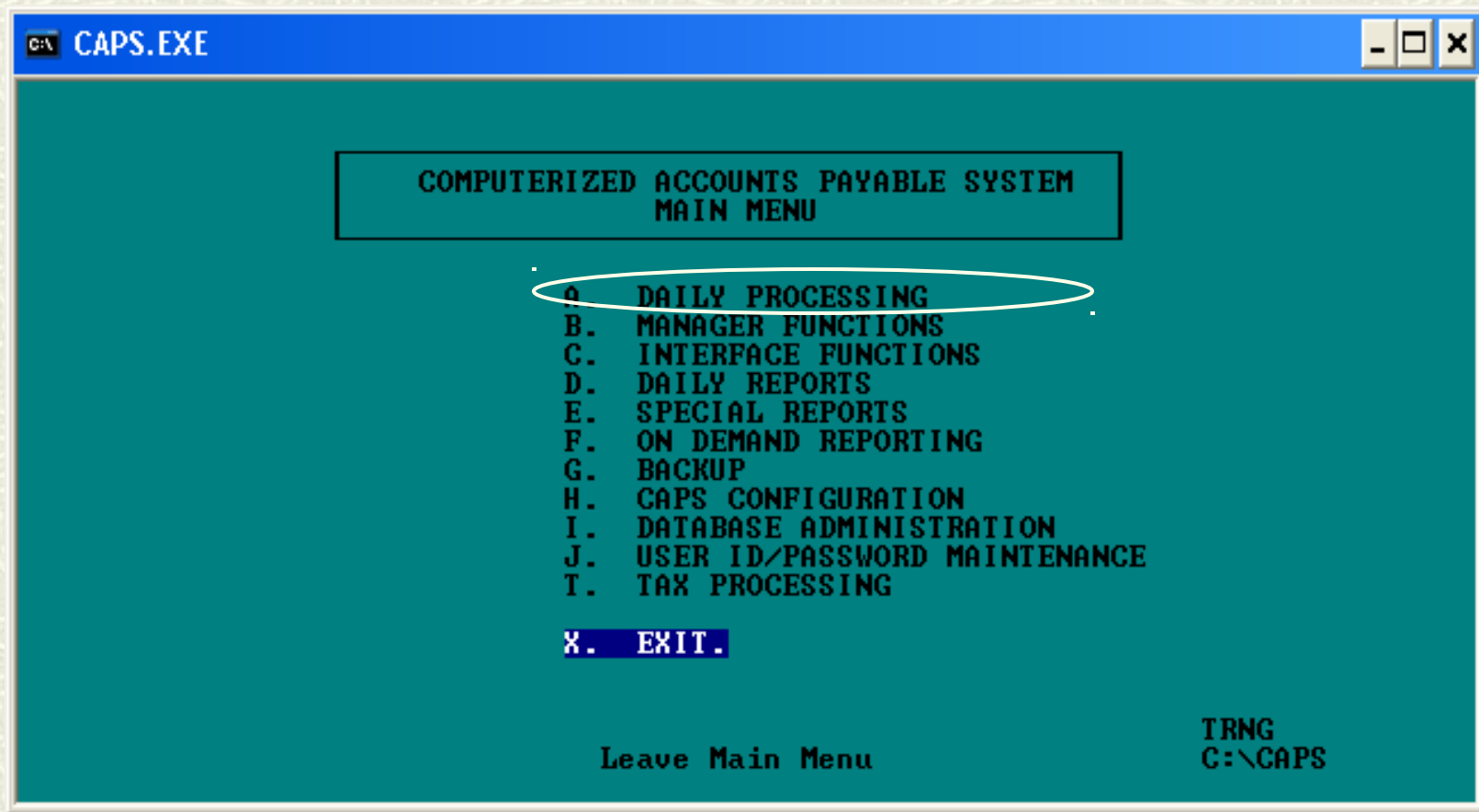
- # Input modification

- # The input of documentation into the system is detailed and can be repetitious at times.

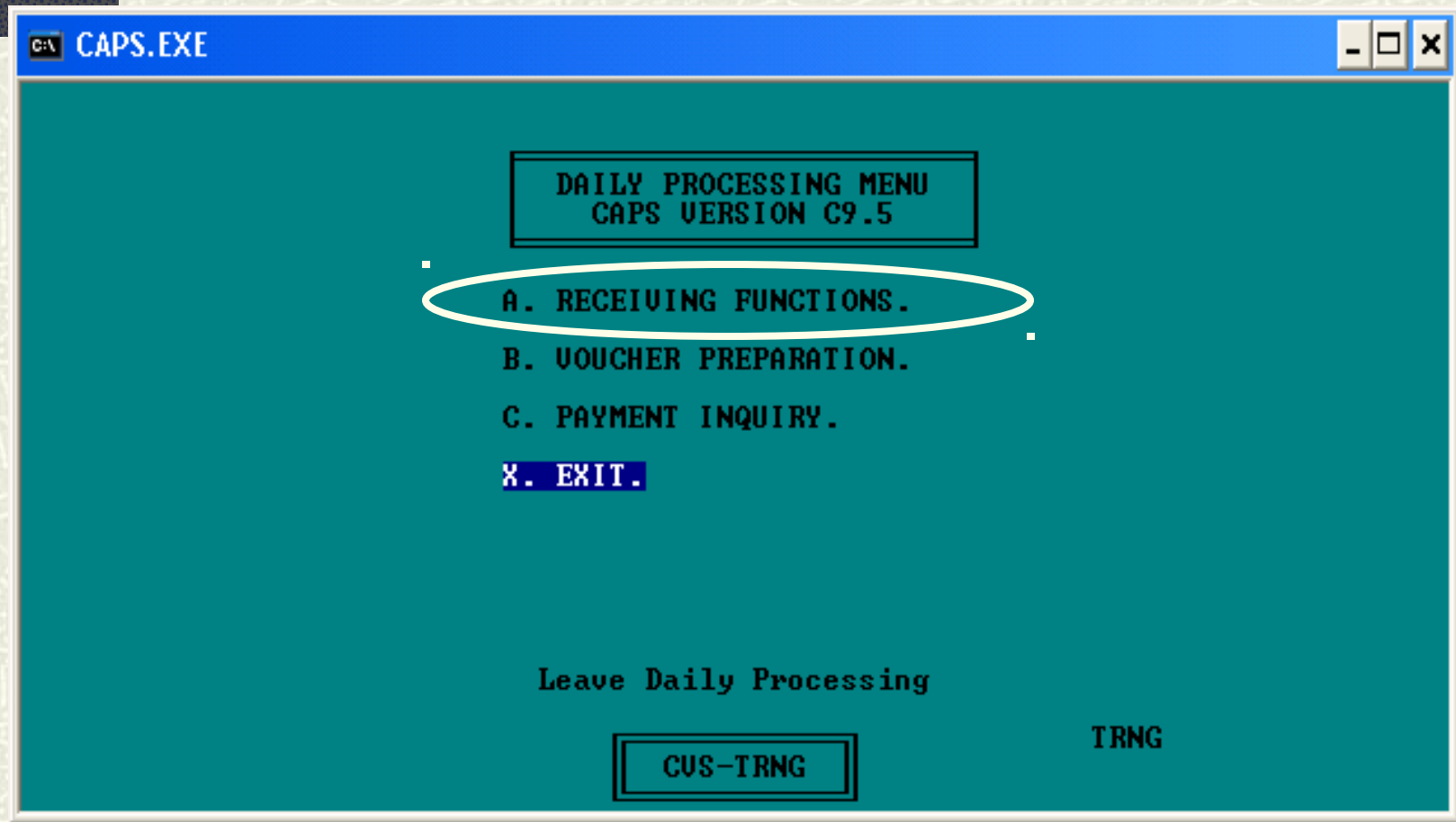
- # Users must develop consistent reviews to ensure correct data has been inputted prior to advancing screens.

---

# Input Contract – Step 1



# Input Contract – Step 2

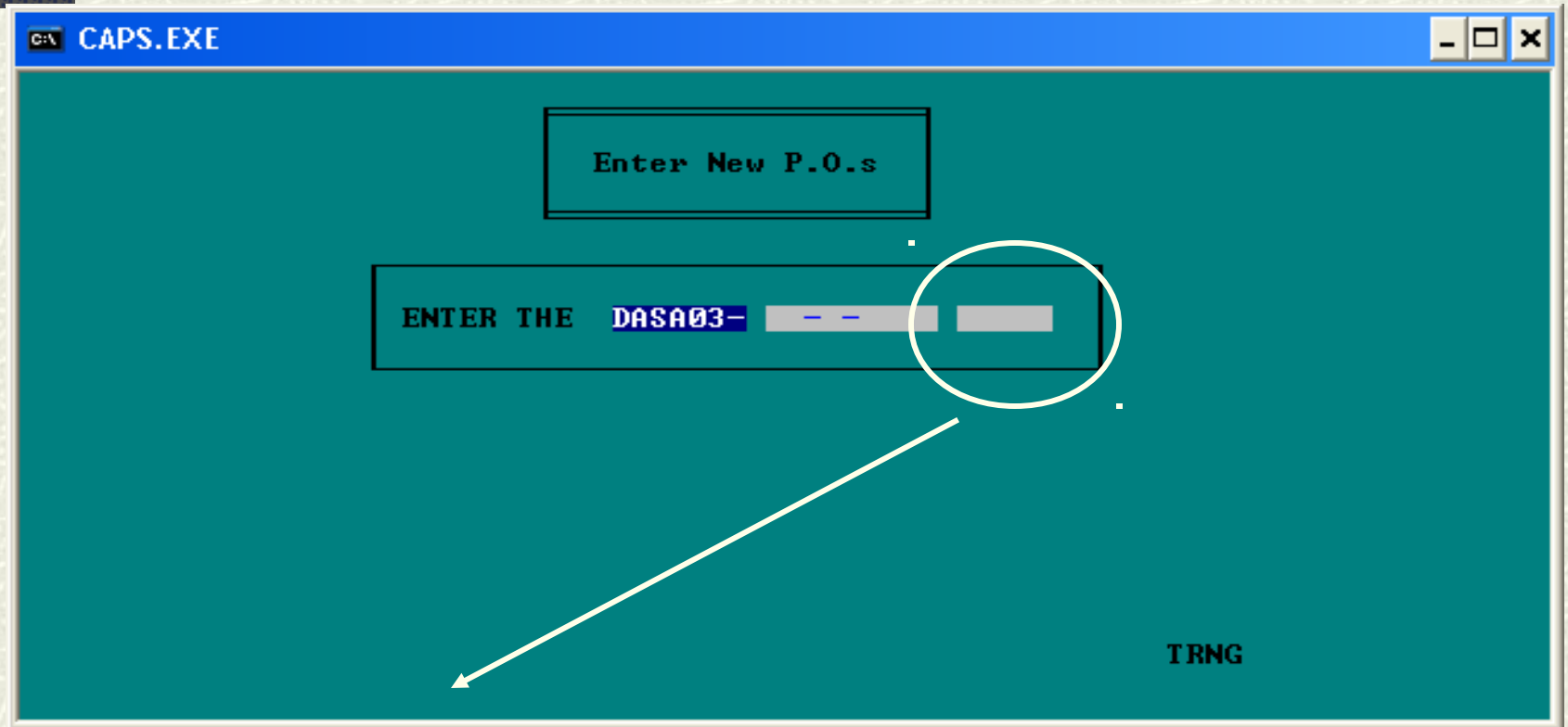




# Input Contracts – Step 3



# ENTER CONTRACT NUMBER



The screenshot shows a classic Windows application window titled "CAPS.EXE". The window has a teal background. At the top center, there is a button labeled "Enter New P.O.s". Below this button is a form with the text "ENTER THE" followed by a text input field. The input field contains the text "DASA03-" followed by three empty segments, each represented by a dashed line. A white circle highlights the third segment of the input field. A white arrow points from the bottom left of the circle to the text "This is the Delivery Order or Call Number." below the window. In the bottom right corner of the window, the text "TRNG" is displayed.

Enter New P.O.s

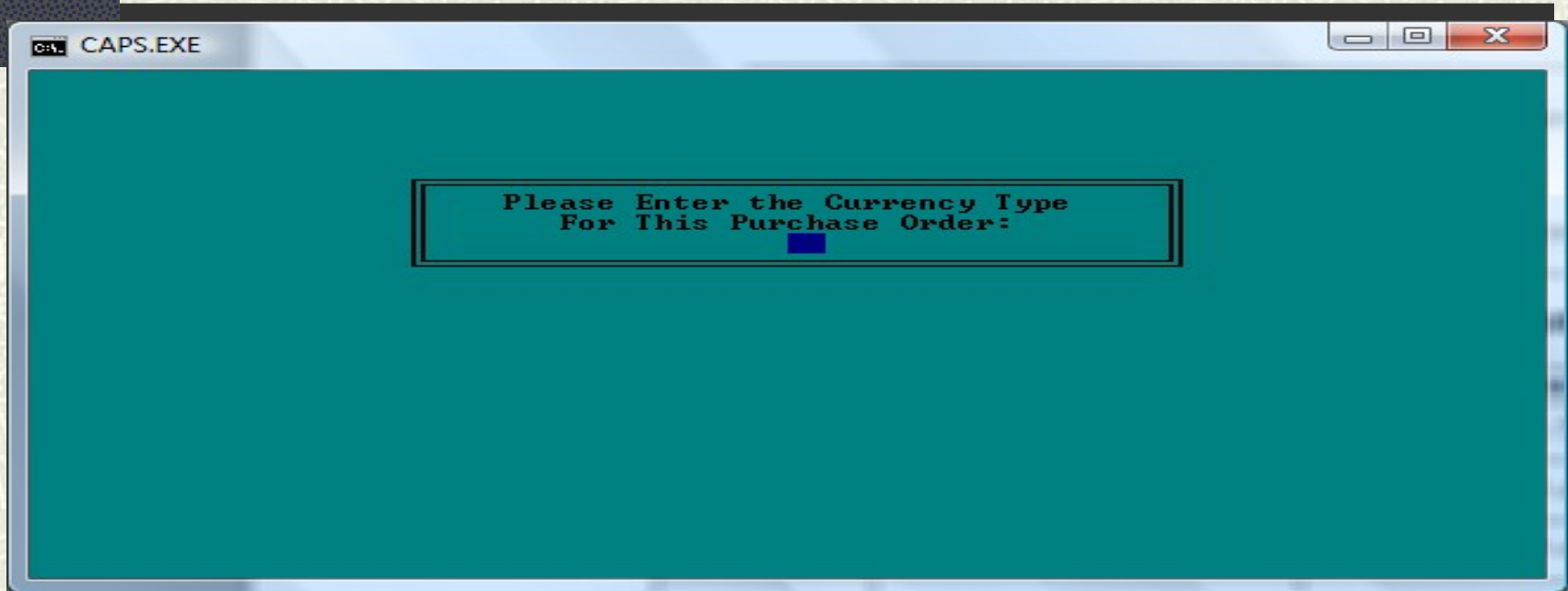
ENTER THE DASA03- - -

TRNG

This is the Delivery Order or Call Number.

**\*\*Not every contract will have one\*\***

# CURRENCY TYPE



- Enter the type of currency using a two-position code and press **Enter**. This code **must** be for the currency type the contract is written in.
- Effective October 2009, any contracts issued to Iraqi or Afghani Vendors will be issued in the local currency of that country. For other vendors performing work in that country, the contract will be issued in U.S. currency, and will be converted to local currency based on the daily exchange rate.

# CONTRACT INFORMATION SCREEN

C:\ CAPS.EXE

DASA03-09-D-1987      TERMS    0.000 DAYS    30 CONTRACT DATE    /    /

FOB DEST      CONSTRUCTIVE ACPT DAYS    7

EXEMPT CCR? N CAGE/DUNS:      FOREIGN VENDOR? N

VENDOR      CORPORATE STATUS

AMOUNT INDICATOR

TAX ID #

W/H TAX N

SPECIAL IDENTIFICATION CODE    CURRENCY TYPE US

ANTICIPATED DATE OF DELIVERY    /    /      CONTRACT RECEIVED    /    /

NUMBER OF ACCOUNTING CLASSIFICATIONS ON CONTRACT    1

TOTAL CONTRACT AMOUNT    0.00      CONTRACT DISCOUNT    0.00

FREIGHT    0.00      EXEMPT FROM PPA    N      RECEIVING ACTIVITY CODE

F3=EXIT/ABORT    F5=ADD/UPDATE EFT    F10=ADD/UPDATE REMIT-TO

# Critical Tax Information

---

- # U.S. based vendors may still incur taxable income based on contracts paid in a contingency environment.
  - # Should a CAGE/DUNS or Tax ID# (TIN) be present in a contract, you must input that into the CAPS-C system. This will ensure accurate records are produced and forwarded to the IRS.
  - # If the company is based in the U.S., you must also answer <N> for Foreign Vendor.
-



# Critical Tax Information – Corporate Status

---

- # The following Corporate Statuses must be entered based on the company type:
    - A-Medical Corporation
    - B- Non-Medical Corporation
    - C- Individual/ Sole Proprietor
    - D- Partnership
    - E- Non-Profit/ Government Agencies
  
  - # Foreign Vendors being paid in foreign currency do not require a corporate status; leave the field blank.
  
  - # Corporate Status is taken from the contract. It is up to contracting to provide accurate information to the CVS office.
-

# Critical Tax Information – Amount Indicator

---

- # The following categories of contracts for US vendors are not reportable to the IRS; Amt Indicator is E
    - Charities and Non-Profit
    - Employee Related
    - Fees/ Licenses
    - Credit Cards
    - Foreign Vendors
    - Goods
-

# Critical Tax Information – Amount Indicator (cont'd)

---

- Government Agency
  - Medical
  - Subscriptions
  - Transportation/ Storage
  - Utilities
  - Goods/ products/ merchandise
-

# Critical Tax Information – Amount Indicator

---

# The following categories of contracts for US vendors are reportable to the IRS; Amt Indicator is as shown:

- Rent 1
  - Royalties 2
  - Medical 6
  - Services 7
  - Reimbursement Fees 7
  - Military Funeral Honors 3
-



# Critical Tax Information – Amount Indicator (cont'd)

---

- Employee Related 7
  - Settlements (Attorney Fees) 14
  - Settlements (all others) 3
-



# REMIT-TO/EFT DATA

---

- # The **Remit to/EFT** should be verified when inputting contract information or any other time during the payment process.
- # The option at the bottom of the contract page is **F10=ADD/UPDATE REMIT-TO**, in a deployed environment, all CVS Soldiers should be able to add/update REMIT-TO information.

# REMIT-TO SCREEN

## VENDOR ADDRESS

REMIT-TO

00 OF 00

UNIVERSAL SPROCKETS  
FRANKENHEIMER STR. 176  
38164 FRANKFURT  
GERMANY

PGUP/PGDN=Prev/Next Record      AVAILABLE: Y  
F3=Exit F6=Add F7=Delete F10=Select  
ENTER=Select for Edit

# REMIT-TO SCREEN - FOREIGN EFT

**Select CAPS.EXE**

DASA03-09-C-1111      TERMS    0.000 DAYS 30 CONTRACT DATE 08/21/09

FOB DEST      CONSTRUCTIVE ACPT DAYS 7

EXEMPT CCR? Y CAGE/DUNS:      FOREIGN VENDOR? Y

VENDOR JOES CRAB SHACK      CORPORATE STATUS

IRAQ      AMOUNT INDICATOR

TAX ID # FOREIGN

AX N

SPECIAL ID ANTICIPATE    REMIT-TO    01 OF 01    08/21/09

NUMBER OF TOTAL CONT    MOHAMMED HUSSEIN    0.00

FREIGHT    EFTA1002061115674123    CODE WK4FST

JO ARAB JORDAN INVESTMENT BANK

AJIBJOAX

PGUP/PGDN=Prev/Next Record    AVAILABLE: Y

F3=Exit F6=Add F7=Delete F10=Select

ENTER=Select for Edit

# input – U.S. Currency Contract

C:\ CAPS.EXE

F10=ABORT/EXIT WITH SAVE #2 OF 2

DFASEU-04-A-2000 0005 UNIVERSAL SPROCKETS

Amount left to apply: 40.00 on 1 lines

NUMBER CLIN	ACCOUNTING QUANTITY	CLASS U of I	EOR	FISCAL CC	JO	CCC	DOC NUMBER
1	214207044444572436P864823084	26EZ	015202	US	127A83	83127A	W50SPR53182667
0001	40.00	EA		30.000000			1200.00
				NEW LINE AMOUNT:			1200.00 OK? Y
2	214207044444572436P864823084	26EB	015202	US	127A83	83127A	W50SPR53182667
0002	1.00	EA		40.000000			40.00
				NEW LINE AMOUNT:			40.00 OK? █

# accounting line input- Foreign Currency

CAPS.EXE

DASA03-10-A-1122      BAGHDADDY CONCRETE      F10=ABORT/EXIT WITH SAVE #2 OF 2

Amount left to apply: 0.00 on 0 lines

NUMBER	ACCOUNTING CLASS	EOR	FISCAL	CC	JO	CCC	DOC	NUMBER
AWD RATE	CLIN	QTY	U of I	UNIT	PRICE	LINE	AMOUNT	
1	010000000008A2084P135197	26EB	S09076	IZ	44L483	8344L4	W19GF445S11223	
1197.00000000	0001	1.00	EA		7500.000000		7500.00	
					NEW LINE AMOUNT:		7500.00	OK? Y
2	210202000008A2084P135197	26EB	S09076	IZ	44L483	8344L4	W19GF445S11224	
1197.00000000	0002	1.00	EA		7500.000000		7500.00	
					NEW LINE AMOUNT:		7500.00	OK? Y

Press any key to continue

- When inputting a contract that is written in Foreign Currency, an Award Rate must be entered.
- The award rate is issued at the beginning of each FY by accounting.



# Air Force LOA

C:\ CAPS.EXE

F10=ABORT/EXIT WITH SAVE

DAMD17-08-D-3579      MEDI-TECH      #1 OF 1

Amount left to apply:      400.00 on 1 lines

NUMBER	ACCOUNTING CLASS	EOR	FISCAL CC	JO	CCC	DOC NUMBER
CLIN	QUANTITY	U of I	UNIT PRICE			LINE AMOUNT
1	5783400308797949441101		0409	525700	AF K34100	00K341
0001	1.00	EA		400.000000		400.00
NEW LINE AMOUNT:						400.00 OK?

# DOD LOA

C:\ Select CAPS.EXE

F10=ABORT/EXIT WITH SAVE

DAJA12-08-E-0133      MEDI-COM      #1 OF 1

Amount left to apply:      500.00 on 1 lines

NUMBER	ACCOUNTING CLASS	EOR	FISCAL CC	JO	CCC	DOC NUMBER
CLIN	QUANTITY	U of I	UNIT PRICE			LINE AMOUNT
1 97X01004690001P73501						
0001	1.00	EA	2111 S33181 AF K10100 00K101 AA8CC212345TP			
			500.000000			500.00
			NEW LINE AMOUNT:			500.00 OK?

# Navy/Marine LOA

C:\ CAPS.EXE

DAJA10-08-M-2856      ARMS SUPPLY      F10=ABORT/EXIT WITH SAVE  
#1 OF 1  
Amount left to apply: 200.00 on 1 lines

NUMBER	ACCOUNTING	CLASS	EOR	FISCAL	CC	JO	CCC	DOC NUMBER
CLIN	QUANTITY	U of I		UNIT PRICE				LINE AMOUNT
1	AA17718042701		0026	067443	AF	J02400	00J024	SDN45678901234
0001	1.00	EA		200.000000				200.00
NEW LINE AMOUNT:								200.00 OK? █

Hi!



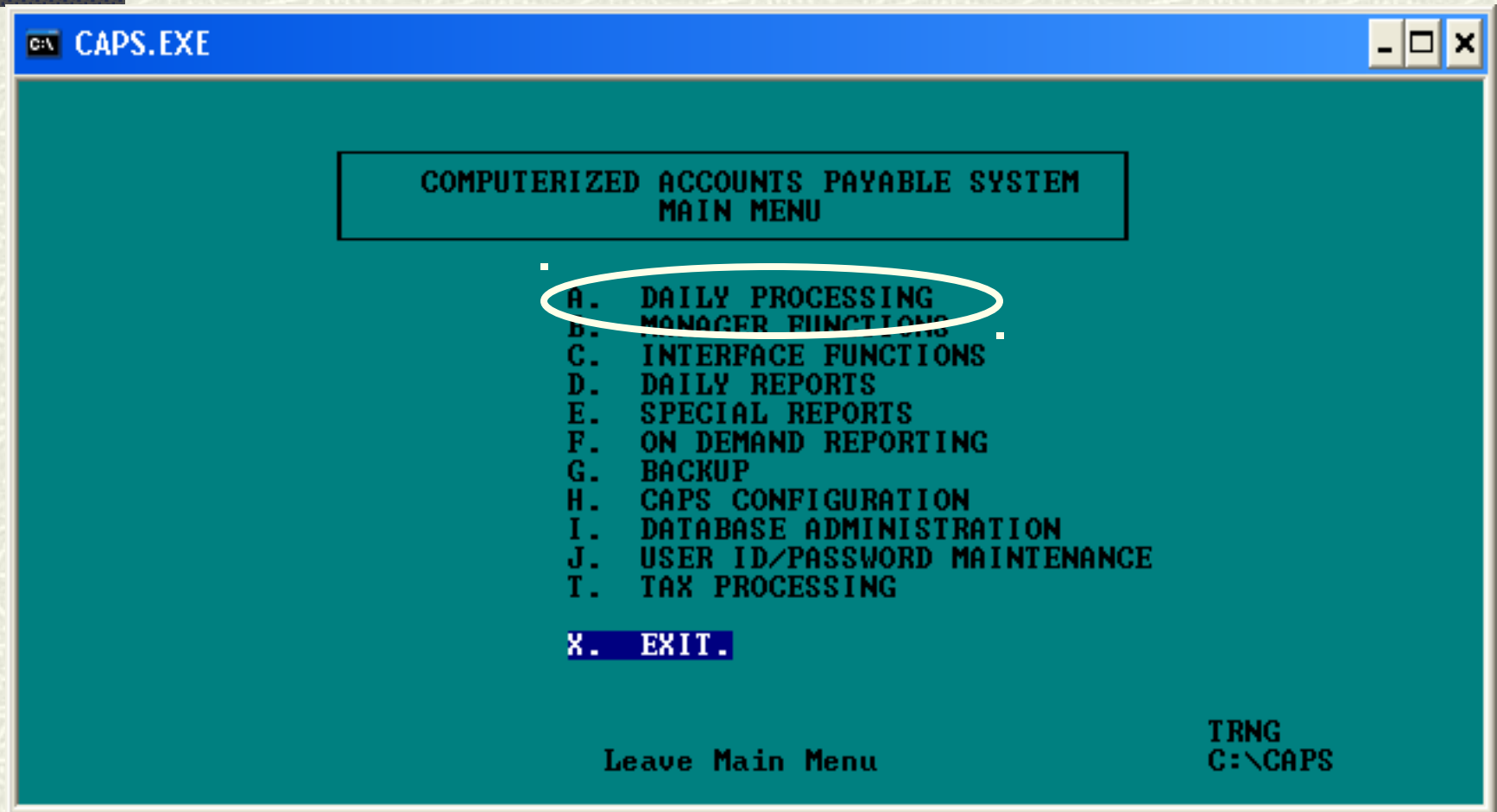
# INPUTTING MODIFICATIONS

---

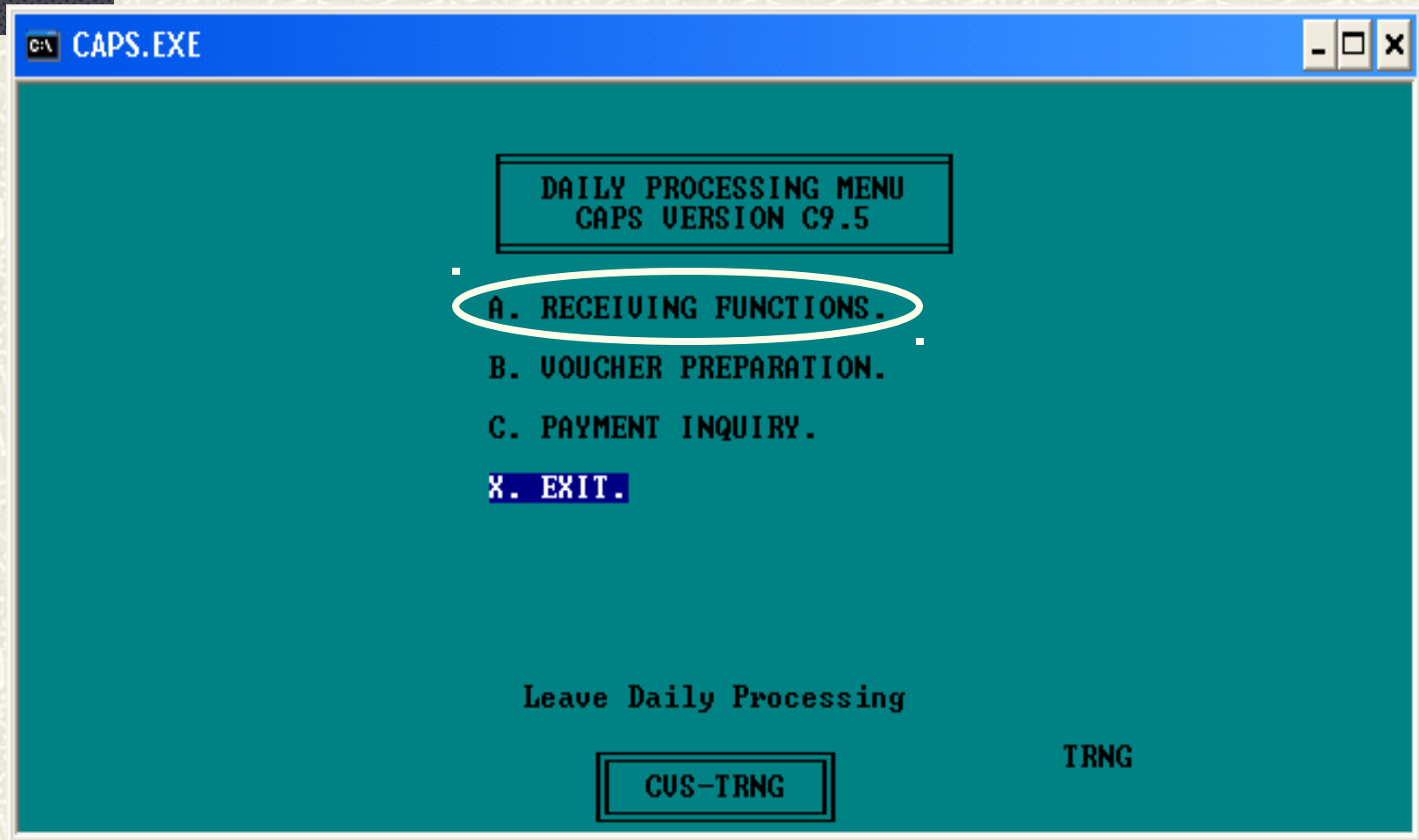
- # To change the terms of the contract, the contracting officer must issue a Modification.
  - # It is a legal document, just like the contract; any change listed on the modification changes the contract.
  - # The procedure for inputting a modification is similar to those just covered for entering a new PO.
-



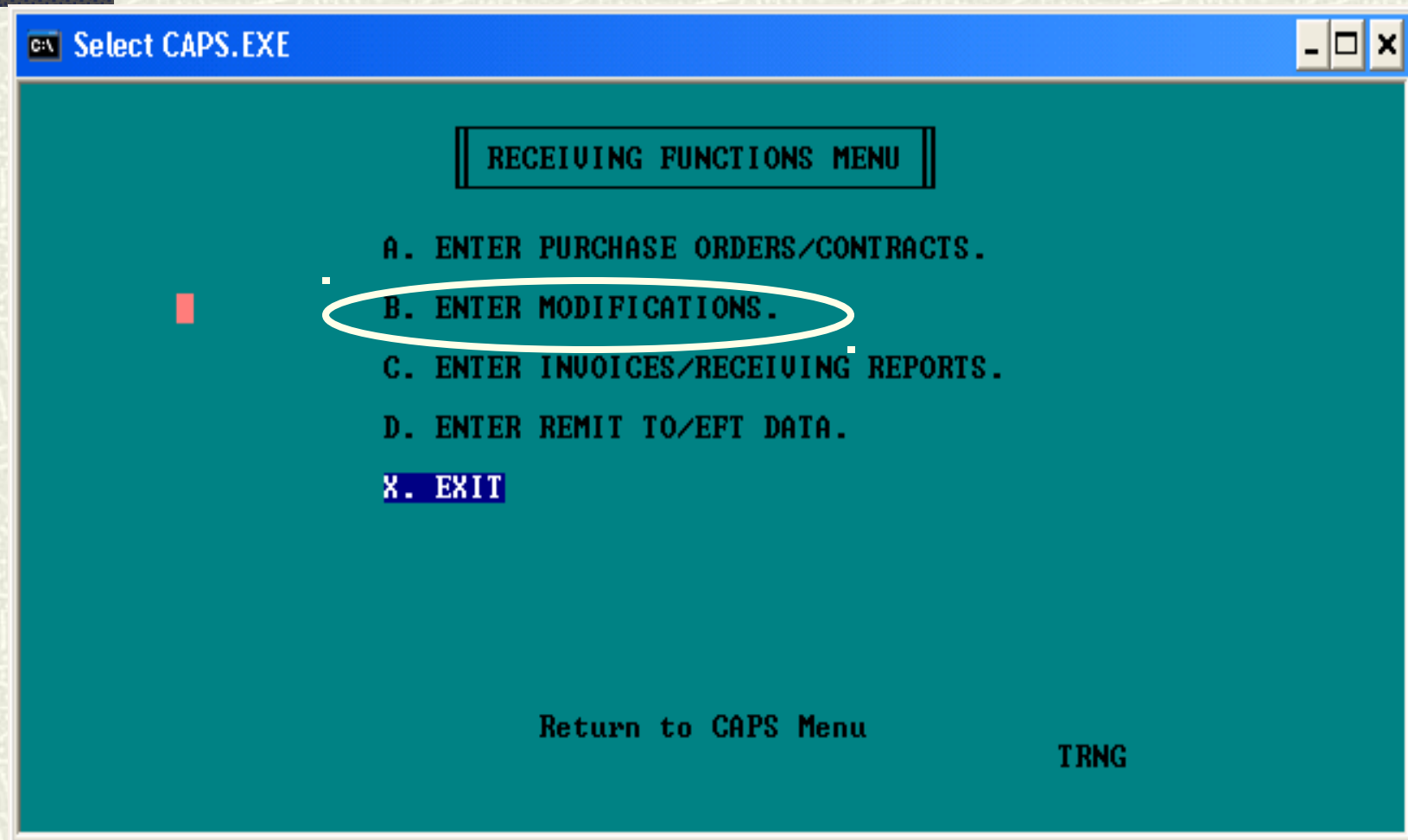
# Input Modification – Step 1



# Input Modification – Step 2



# Input Modification – Step 3



# MODIFICATIONS

C:\ CAPS.EXE

DFASEU-04-A-2000 0005 MOD P00001 TERMS 0.000 DAYS 30 CONTRACT DATE 01/20/04

FOB DEST CONSTRUCTIVE ACPT DAYS 7

EXEMPT CCR? Y CAGE/DUNS:

VENDOR UNIVERSAL SPROCKETS  
FRANKENHEIMER STR 176  
38164 FRANKFURT  
GERMANY

FOREIGN VENDOR? Y  
CORPORATE STATUS  
AMOUNT INDICATOR  
TAX ID # FOREIGN  
W/H TAX N

SPECIAL IDENTIFICATION CODE CURRENCY TYPE US END OF BILLING PERIOD DATE 24  
ANTICIPATED DATE OF DELIVERY / / MODIFICATION RECEIVED 01/26/09

NUMBER OF ACCOUNTING CLASSIFICATIONS ON CONTRACT 3

TOTAL CONTRACT AMOUNT 2740.00 CONTRACT DISCOUNT 0.00

FREIGHT 0.00 EXEMPT FROM PPA Y RECEIVING ACTIVITY CODE W90KU7

F3=EXIT/ABORT F5=ADD/UPDATE EFT F10=ADD/UPDATE REMIT-TO

# EDITING DATA

---

- # Press **Enter** to accept the default of N at the prompt asking; “Does this modification extend the contract?” in most cases.
  - # Note: Usually you accept the default of N and only change the default to
    - Y if the modification really does extend the contract.
    - **Entering a Y at this prompt will change all finals or supplemental to partials. DO NOT press Y unless sure.**
-



# Adding a LOA for new CLIN

C:\ CAPS.EXE

F1 edit record PGDN/PGUP skips a page ARROW KEY skips a record

DFASEU-04-A-2000 0005 UNIVERSAL SPROCKETS #1 OF 3

Amount left to apply: 1500.00

NUMBER	ACCOUNTING CLASS	EOR	FISCAL CC	JO	CCC	DOC NUMBER
AWD RATE	CLIN	QTY	U of I	UNIT PRICE	OLD LINE AMT	
1	214207044444572436P864823084	26EZ	015202	US	127A83 83127A	W50SPR53182667
1.000000000	0003	75.00	EA		20.0000000	1500.000
NEW LINE AMOUNT:						1500.00 OK?
2	214207044444572436P864823084	26EZ	015202	US	127A83 83127A	W50SPR53182667
1.000000000	0001	40.00	EA		30.0000000	1200.00
NEW LINE AMOUNT:						1200.00
3	214207044444572436P864823084	26EB	015202	US	127A83 83127A	W50SPR53182667
1.000000000	0002	1.00	EA		40.0000000	40.00
NEW LINE AMOUNT:						40.00

# ACCOUNTING CLASS MODIFICATIONS

- # Determine the action for the prompt asking “Do you want to update individual accounts?”. (lines of accounting)

IF you ...	THEN...
do not need to correct the LOA(s)	press ENTER to accept the default of N and the system will return to the Enter Modification screen.
need to correct the LOA(s)	<ul style="list-style-type: none"><li>•change the default to Y</li></ul>

# ACCOUNTING CLASS MODIFICATIONS

IF you ...	THEN...
want to edit a specific record	use the arrow keys to go to the record. Press <b>F1</b> to select it and then correct it.
want to edit all records	press <b>F1</b> to select each record. Then correct the record.
do not see the record you want	use the <b>PGUP/PGDN</b> to skip a page until you find the record. Press <b>F1</b> to select it and then correct it.
do not see the LOA that needs correcting or want to exit.	press <b>F10</b> to exit.

Press **F10** to save the changes and exit.

# EXCEPTIONS TO MODIFICATIONS

---

- # There are a few exceptions concerning modifying the contract input.
    - The reduction of a CLIN(s) in an existing PO can only be accomplished if there have been no payments made on that CLIN.
    - To delete a CLIN, go to the **CLIN** line to be deleted and press **F1**. Then Enter **.000001** in the **UNIT PRICE** field. Enter **Y** in the **OK** field and press **Enter**.
    - **DEL** appears next to the amount indicating the CLIN will be deleted when the modification update is completed.
-



# EXCEPTIONS TO MODIFICATIONS

---

- # There are a few exceptions concerning modifying the contract input.
    - The exempt from PPA cannot be changed if a payment has been made.
    - To delete or correct EFT information:
    - Press **F5** to display the input/correction of EFT data screen. Type **DEL** in the **EFT** type field. (**The F5 key is not available for foreign vendors**)
-



Hi!



# Module 3

---

## Input Invoices and Receiving Reports into CAPS-C

---

# INTRODUCTION

---

- # This section covers inputting invoices and/or receiving reports (RR).
  - # Invoices and receiving reports can be received and entered separately or at the same time.
  - # It is important to ensure that when the invoice and receiving report are received at your location, they match up in the system.
-

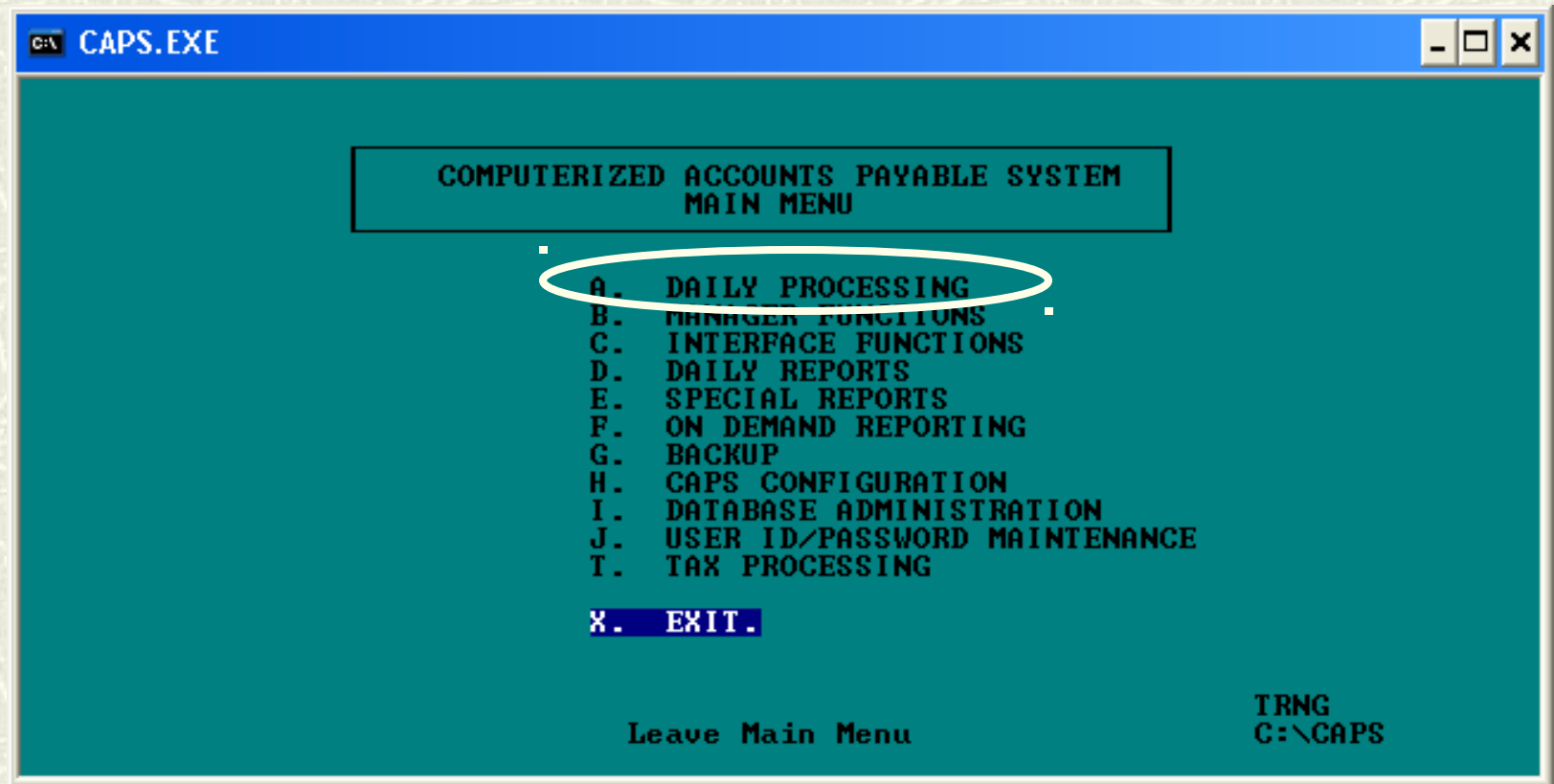
# INTRODUCTION CONT'D

---

- # The invoice should be in the same currency as the contract.
  - # If it is not the same as the contract, in most cases the invoice should be returned to the vendor. Check with your lead/supervisor for local policy.
  - # If the invoice is in legacy currency, then the invoice must be converted to the legacy currency used in the contract.
-

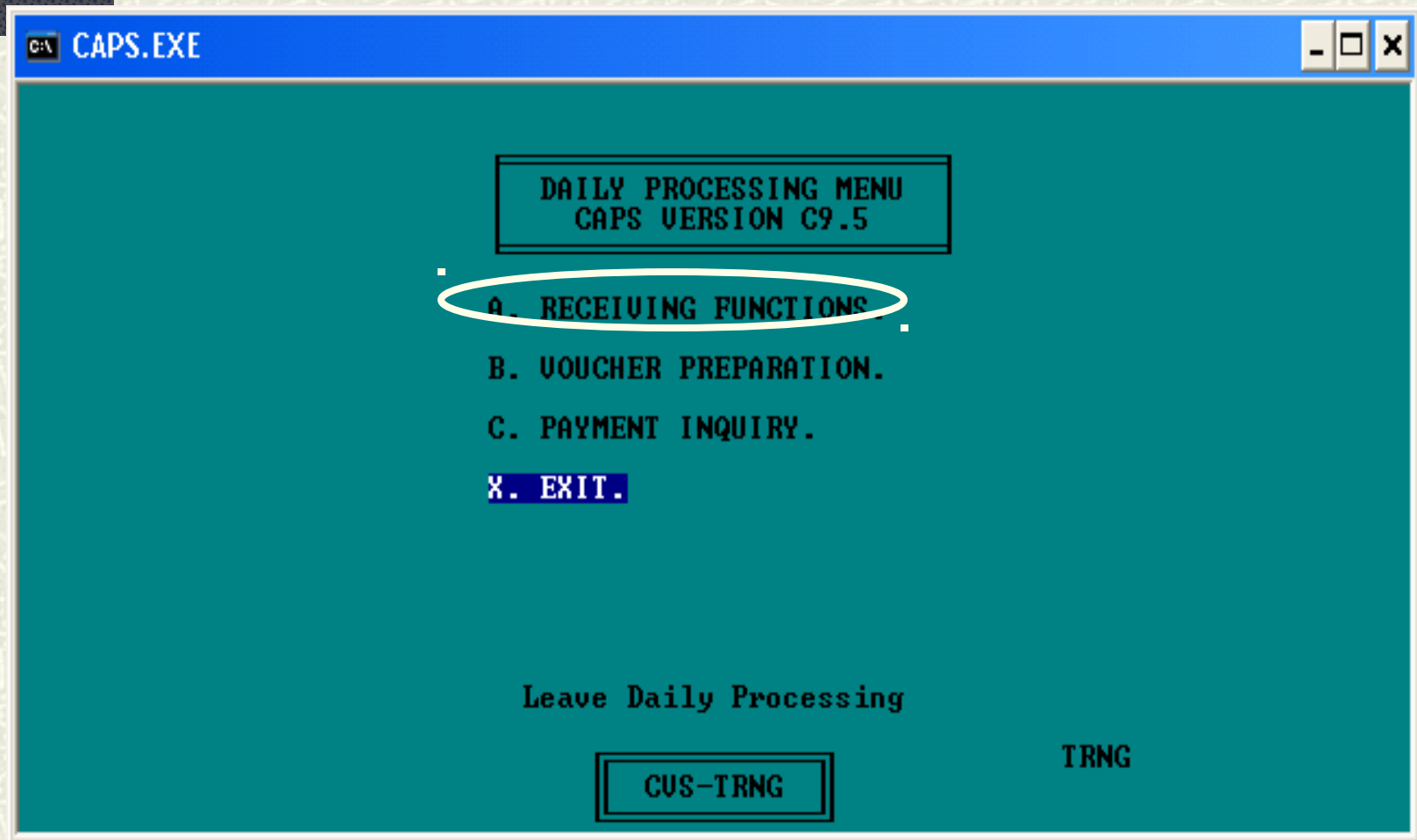


# Inputting Invoices and RRs – Step 1

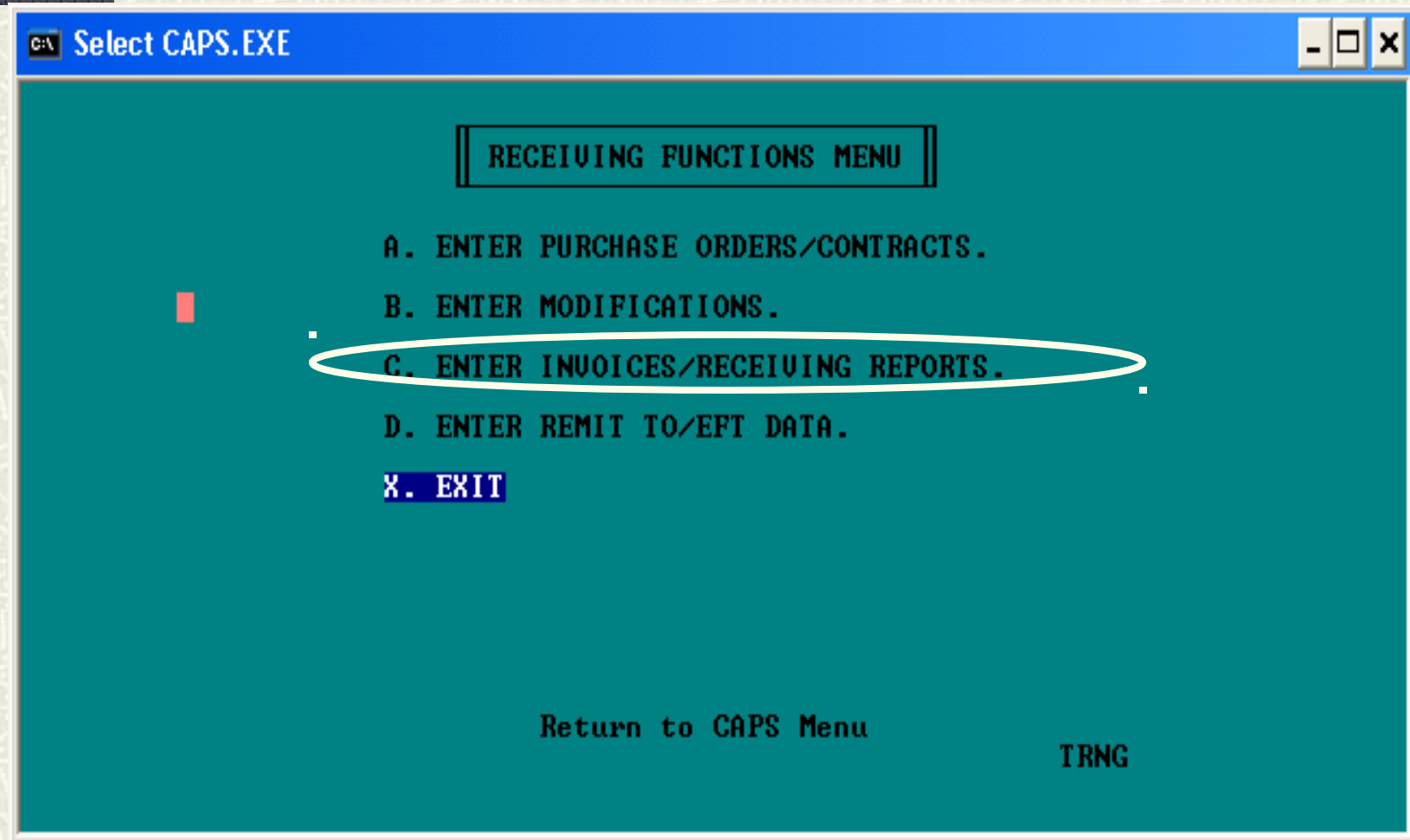




# Inputting Invoices and RRs – Step 2



# Inputting Invoices and RRs – Step 3



# Inputting Invoices and RRs – Step 3

---

**ENTER INVOICES/RECEIVING REPORTS**

**ENTER THE DFASEU-**

**- -**

# INVOICES AND RR'S

INVOICES FOR DFASEU-05-A-1000 0001

US MAKER	REC #	INU #	INU DATE	INU RCUD	MDSE AMT	MDSE DEL	CURRENCY TYPE	FRT AMT	MDSE ACPT ID
----------	-------	-------	----------	----------	----------	----------	---------------	---------	--------------

Entry of the first INVOICE/RR record for this contract

ENTER NEW <I>nvoice, <R>eceiving, <B>oth, OR <X> TO Exit ■

- # <I> - enter an invoice only
- # <R> -enter a receiving report/acceptance only
- # <B> -enter both at the same time, and
- # <X> -exit the screen.

# INPUTTING AN INVOICE ONLY

# All data comes from the invoice

C:\ CAPS.EXE

INVOICES FOR DFASEU-04-A-2000 0005

UNIVERSAL SPROCKETS  
FRANKENHEIMER STR 176  
38164 FRANKFURT  
GERMANY

TERMS 0.000 DAYS 30

SPECIAL ID ☐ ENTER 'D' IF DUE DATE IS SPECIFIED OR IT IS UNUSUAL CALNR 0005

INU RCUD 01/15/09 INU NBR 29 INU DATE 01/14/09

MERCHANDISE 2740.00 <\$\$> FREIGHT 0.00 <\$\$>

MDSE DEL / / MDSE ACPT / / RR RCUD / /

SELECT REMIT-TO ADDRESS? <Y/N> ☐

F3 - ABORT



# INPUTTING AN INVOICE ONLY

- # Ensure that the remit-to address matches what is on the invoice.

C:\ CAPS.EXE

INVOICES FOR DFASEU-04-A-2000 0005

UNIVERSAL SPROCKETS  
FRANKENHEIMER STR 176  
38164 FRANKFURT  
GERMANY

TERMS 0.000 DAYS 30

SPECIAL ID ENTER 'D' IF DUE DATE IS SPECIFIED OR IT IS UNUSUAL CALNR 0005

INU RCUD 01/15/09 INU NBR 29 INU DATE 01/14/09

MERCHANDISE 2740.00 <\$> FREIGHT 0.00 <\$>

MDSE DEL / / MDSE ACPT / / RR RCUD / /

SELECT REMIT-TO ADDRESS? <Y/N> ■

F3 - ABORT

# INPUTTING AN INVOICE ONLY

C:\ CAPS.EXE

INVOICES FOR DFASEU-04-A-2000 0005

UNIVERSAL SPROCKETS						CURRENCY TYPE \$\$	
REC #	INU #	INU DATE	INU RCUD	MDSE AMT	FRT AMT	MDSE DEL	MDSE ACPT ID
294	29	01/14/09	01/15/09	2740.00			0.00

\*\*\* NO MORE ITEMS FOR THIS CONTRACT \*\*\*

SELECT <I>NVOICE, <R>ECEIVING REPORT, <B>OTH, <T>RANSFER CREDITS, <e.g. B64>.  
TO CREATE BLANK RECORD ENTER <I>, <R>, OR <B>, OR <X> TO EXIT

# After input is completed, the screen should look like this.

**\*\*If no more invoices or receiving reports need be input on this contract, you must exit before inputting other documents, or you will enter them under this**

# INPUT RECEIVING REPORT ONLY

---

- # Receiving Reports (RR)/Acceptances can be entered after, before, or at the same time that the invoice is entered.
  - # **When the invoice has already been entered, the RR must be matched up with the corresponding invoice.**
  - # In this lesson, the RRs are entered separately, after the invoices, so they must be matched.
-

# INPUT RECEIVING REPORT ONLY

C:\ Select CAPS.EXE

INVOICES FOR DFASEU-04-A-2000 0005

UNIVERSAL SPROCKETS REC #	INU #	INU DATE	INU RCUD	MDSE AMT MDSE DEL	CURRENCY TYPE \$\$ FRT AMT MDSE ACPT ID
294	29	01/14/09	01/15/09	2740.00	0.00

\*\*\* NO MORE ITEMS FOR THIS CONTRACT \*\*\*

SELECT <I>NVOICE, <R>ECEIVING REPORT, <B>OTH, <T>RANSFER CREDITS, (e.g. B64).  
TO CREATE BLANK RECORD ENTER <I>, <R>, OR <B>, OR <X> TO EXIT

- # If you wanted to input a receiving report that matches invoice 294, then you input <R294>
- # If the receiving report does not match any entered invoices, just



# INPUT RECEIVING REPORT ONLY

C:\ Select CAPS.EXE

INVOICES FOR DFASEU-04-A-2000 0005

UNIVERSAL SPROCKETS  
FRANKENHEIMER STR 176  
38164 FRANKFURT  
GERMANY

TERMS 0.000 DAYS 30

SPECIAL ID

INU RCUD 01/15/09 INU NBR 29 INU DATE 01/14/09

MERCHANDISE 2740.00 <\$\$> FREIGHT 0.00 <\$\$>

MDSE DEL 01/14/09 MDSE ACPT 01/14/09 RR RCUD 01/14/09

SELECT REMIT-TO ADDRESS? <Y/N>

F3 - ABORT

Date Received  
On DD250

Date Accepted  
on DD250

Date Received in CVS office



# INPUT INVOICES AND RR'S (Both)

---

- # When invoices and RRs are received together, they are entered at the same time.
  - # This eliminates the need to match documents in the system and also creates less opportunity for a potential input error.
  - # This is the preferred method of input.
-

# INPUT INVOICES AND RR'S

INVOICES FOR DFASEU-05-A-1000 0001

US MAKER						CURRENCY TYPE \$\$
REC #	INU #	INU DATE	INU RCUD	MDSE AMT		FRT AMT
				MDSE DEL	MDSE ACPT ID	

Entry of the first INVOICE/RR record for this contract

ENTER NEW (I)nvoice, (R)eceiving, (B)oth, OR (X) TO Exit ■

# Enter <B> to input the invoice and Receiving Report at the same time.

# INPUT BOTH INV and RR

## INVOICE/RR ENTRY FOR DFASUP-01-P-0100

JET INC  
1 JET WAY

INDIANAPOLIS, IN 46249

TERMS **0.000** DAYS **30**

SPECIAL ID ☐ ENTER 'D' IF DUE DATE IS SPECIFIED OR IT IS UNUSUAL CALNR

INU RCUD **07/10/01** INU NBR **45** INU DATE **07/08/01**

MERCHANDISE **50.00** <\$\$> FREIGHT **0.00** <\$\$>

MDSE DEL **07/10/01** MDSE ACPT **07/09/01** RR RCUD **07/09/01**

F3 - ABORT

# Input Procedures remain the same for the Invoice and Receiving Report data.

Hi!



# Module 4

---

## Computing Vouchers

---




# INTRODUCTION

---

- Once the contract, invoice(s), and Receiving Report(s) have been entered, the contract is ready to be prepared for payment.
  - Computing payments requires attention-to-detail. Once the payment is computed, it can not be modified. The only to make a change is for an auditor to delete the payment or to change the status.
-

# Computing Vouchers – Step 1

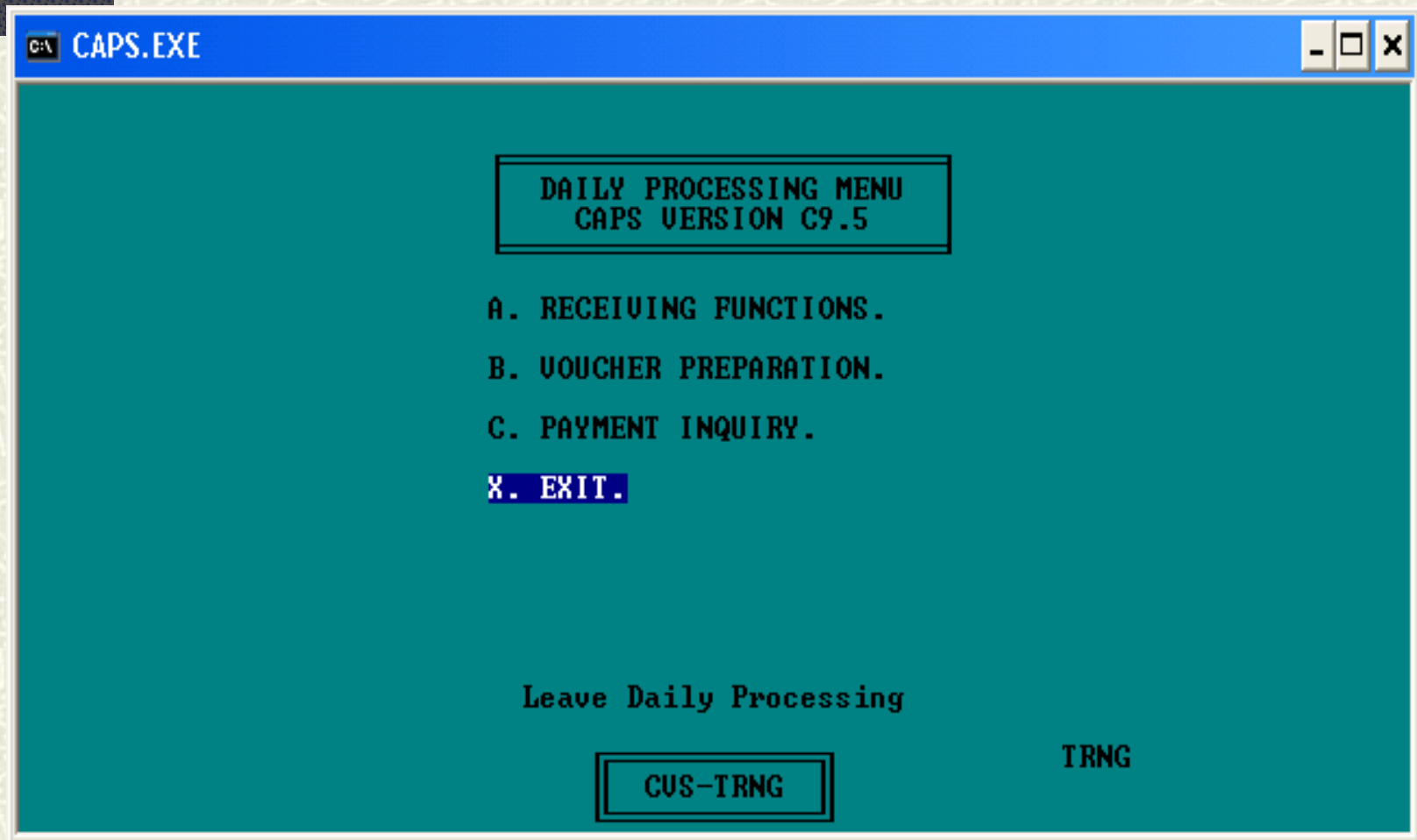
## COMPUTERIZED ACCOUNTS PAYABLE SYSTEM MAIN MENU

- 
- A. DAILY PROCESSING
  - B. MANAGER FUNCTIONS
  - C. INTERFACE FUNCTIONS
  - D. DAILY REPORTS
  - E. SPECIAL REPORTS
  - F. ON DEMAND REPORTING
  - G. BACKUP
  - H. CAPS CONFIGURATION
  - I. DATABASE ADMINISTRATION
  - J. USER ID/PASSWORD MAINTENANCE
  - T. TAX PROCESSING
  
  - X. EXIT.

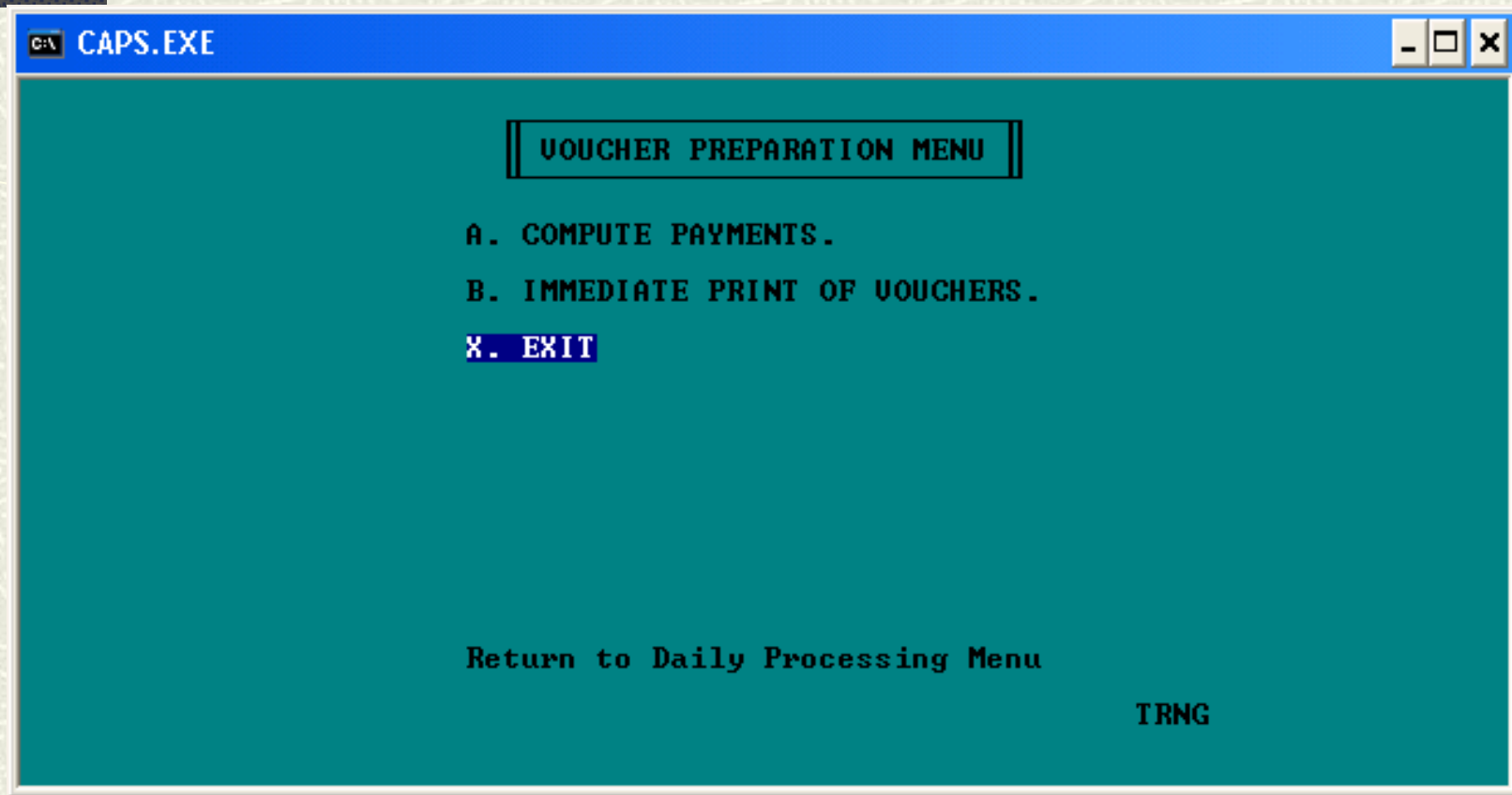
Leave Main Menu

Standalone  
C:\CAPS

# Computing Vouchers – Step 2



# Computing Vouchers - Step 3



# COMPUTING VOUCHERS

---

Compute Vouchers

ENTER THE DFASEU- 04-A-2000 0001

Insert the contract number that you are making the payment under.

---



# COMPUTING VOUCHERS

C:\ CAPS.EXE

DFASEU-04-A-2000 0005 UNIVERSAL SPROCKETS PMT **1** TYPE ☐  
MOD P00001

CALNR	INU	NBR	INU DATE	INU RCUD	MDSE DEL	MDSE ACPT	SPECID	OK?
			MDSE AMT		FRT	TERMS		
29			01/14/09 2740.00	01/15/09	01/14/09 0.00	01/14/09 0.000	30	

- Review the data for the outstanding payment. Ensure the data is correct.
- The system will automatically select the payment number based on any previous payments. If it is not right, enter the proper number.

# COMPUTING VOUCHERS

CAPS.EXE

<R> Redo line <Y> Include Invoice <N> Skip Invoice <X> Finished Selecting

DFASEU-04-A-2000 0005 UNIVERSAL SPROCKETS PMT 1 TYPE F  
MOD P00001

CALNR	INU	NBR	INU DATE	INU RCUD	MDSE DEL	MDSE ACPT	SPECID	OK?
			MDSE AMT		FRT	TERMS		
0005	7002		08/28/08	08/28/08	08/27/08	08/27/08		
			1200.00		40.00	2.000	10	Y

Does Discount include Freight <Y/N> █

- Discounts are not taken on freight unless the freight has a CLIN, making it merchandise.

# COMPUTING VOUCHERS

C:\ Select CAPS.EXE

DFASEU-04-A-2000 0005				PAYMENT 1F		DUE 02/23/09	
UNIVERSAL SPROCKETS						CORPORATE STATUS	
FRANKENHEIMER STR 176						AMOUNT INDICATOR	
38164 FRANKFURT						TAX ID FOREIGN	
GERMANY						W/H TAX N	

INU	NBR	MDSE	INU	RCUD	MDSE	DEL	MDSE	ACPT	IP	DISC
				FRT						
29			01/15/09	01/14/09	01/14/09					
		2740.00			0.00					0.00

TOTAL 2740.00 0.00 0.00 0.00

SELECT REMIT-TO ADDRESS? <Y/N> AMOUNT OF PAYMENT: \$\$ 2740.00

- The system will next go to the payment summary screen.
- Review the payment computation summary.
- The computer will ask if you need to change the Remit-to address
- Next, it will ask if you want to change the tax info.

# COMPUTING VOUCHERS

```

CAPS.EXE
DFASEU-04-A-2000 0005      PAYMENT      1F      DUE 02/23/09
UNIVERSAL SPROCKETS
FRANKENHEIMER STR 176
38164 FRANKFURT
GERMANY
CORPORATE STATUS
AMOUNT INDICATOR
TAX ID FOREIGN
W/H TAX N

INU NBR      MDSE      INU RCUD MDSE DEL MDSE ACPT      IP      DISC
29           2740.00    01/15/09 01/14/09 01/14/09
                                0.00      0.00

TOTAL          2740.00      0.00      0.00      0.00

CORRECT FOR PAYMENT <Y/N>  AMOUNT OF PAYMENT: $$      2740.00

```

- System will next prompt for if it is correct for payment
    - If payment is correct, enter <Y>
    - If payment is incorrect, enter <N>, and it will ask again.
- Enter <N>



# COMPUTING

Rec #	AWD	RATE	ACCOUNTING CLASS	CLIN	QUANTITY	U OF I	JO	CCC	DOC	NBR	CONTRACT	AMOUNT
1												
1	214207044444572436P864823084				40.00	EA	127A83	83127A	W50SPR53182667			1200.00

- If the contract has multiple LOAs, the computer will ask if you want to display them individually.
  - If you choose Yes, it will only display one at a time.
  - If you choose No, it will bring them all up at once.



# COMPUTING

CAPS.EXE

Rec #	AWD RATE	ACCOUNTING CLASS	CLIN	QUANTITY	U OF I	JO	CCC	DOC NBR	CONTRACT AMOUNT
1	214207044444572436P864823084	26EZ	015202	GM	127A00	127A00	W50SPR53182667		
	1.00000000	0001	40.00	EA	30.000000			1200.00	

DFASEU-04-A-2000 0005  
AMOUNT \$\$ 1216.00 DISCOUNT 24.00  
PAYMENT NO 1  
EOR FISCAL SC  
UNIT PRICE CONTRACT AMOUNT

- Make any changes necessary to the LOAs, then enter <Y> when it prompts to ask if it is okay.

# COMPUTING

C:\ CAPS.EXE

DFASEU-04-A-2000 0005

Rec #	ACCOUNTING CLASS	AMOUNT \$\$	DISCOUNT	PAYMENT NO
AWD RATE	CLIN	QUANTITY	U OF I	DOC NBR
1	214207044444572436P864823084	2740.00	0.00	1
1.000000000	0001	40.00	EA	

UNIT PRICE CONTRACT AMOUNT

127A83 83127A W50SPR53182667

30.000000 1200.00

QUANTITY: 40.00

UNIT PRICE: 30.000000

MERCHANDISE: 1200.00

FREIGHT: 0.00

DISCOUNT: 0.00

TOTAL: 1200.00

OK?:

Accept = Y Re-enter = N Continue = C Abort = X

- Review each individual CLIN to ensure that it matches the invoice and R/R.
  - Remember that you can't pay for what you haven't RECEIVED!!

# COMPUTING

C:\ CAPS.EXE

DFASEU-04-A-2000 0005										2740.00		DISCOUNT		0.00		PAYMENT NO 1	
Rec #		AMOUNT \$\$		ACCOUNTING CLASS		EOR		FISCAL SC		JO		CCC		DOC NBR			
AWD RATE		CLIN		QUANTITY		U OF I		UNIT PRICE		CONTRACT		AMOUNT					
1		214207044444572436P864823084		26EZ		015202 US		127A83 83127A		W50SPR53182667		1200.00					
1.00000000 0001		40.00		EA		30.000000											

QUANTITY: 40.00  
UNIT PRICE: 30.000000  
MERCHANDISE: 1200.00  
FREIGHT: 0.00  
DISCOUNT: 0.00  
TOTAL: 1200.00  
OK?: ☐

Accept = Y Re-enter = N Continue = C Abort = X

- Quantity: will default to 1. Change it to match the RR.
- Unit Price: should be the same as the LOA
- Merchandise: system fills in
- Freight: system fills in
- Discount: system fills in if one available. Will only apply to 1<sup>st</sup> one.

# COMPUTING

C:\ CAPS.EXE

DFASEU-04-A-2000 0005

AMOUNT \$\$ 2740.00 DISCOUNT 0.00 PAYMENT NO 1

Rec #	ACCOUNTING CLASS	EOR	FISCAL SC	JO	CCC	DOC NBR
AWD RATE	CLIN	QUANTITY	U OF I	UNIT PRICE	CONTRACT	AMOUNT
1	214207044444572436P864823084	26EZ	015202	US	127A83 83127A	W50SPR53182667
1.00000000	0001	40.00	EA	30.000000		1200.00

QUANTITY: 40.00

UNIT PRICE: 30.000000

MERCHANDISE: 1200.00

FREIGHT: 0.00

DISCOUNT: 0.00

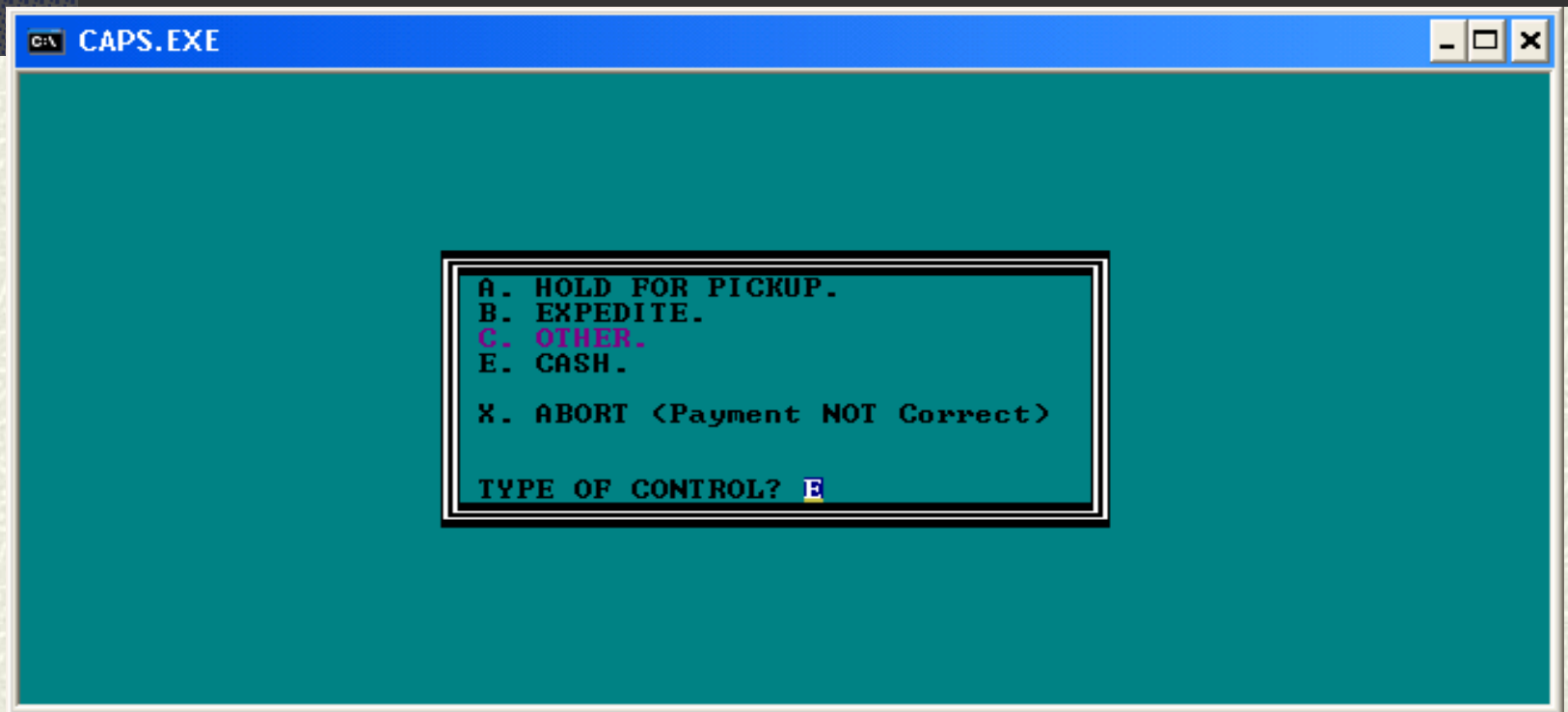
TOTAL: 1200.00

OK?: ☐

Accept = Y Re-enter = N Continue = C Abort = X

- If the total is correct, enter <Y>
- You will have to repeat the process for each CLIN.

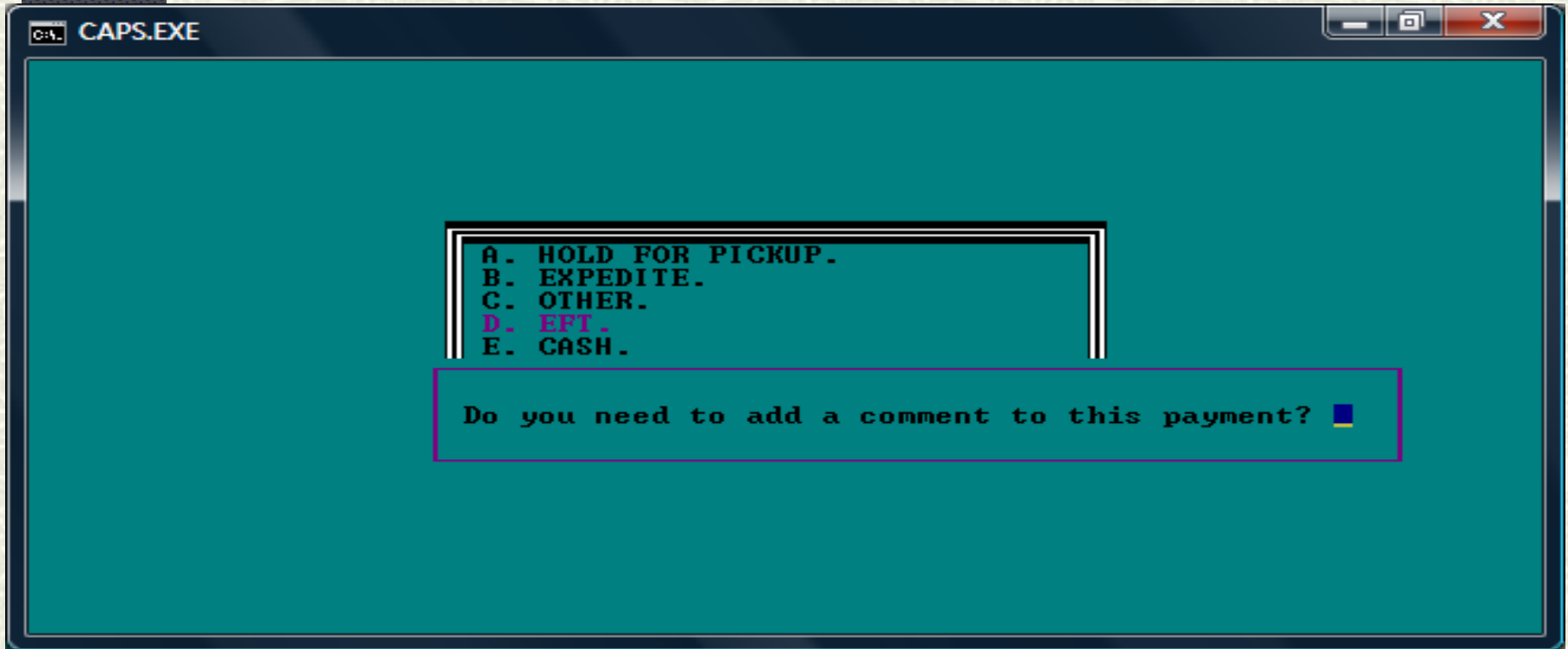
# COMPUTING



- This menu lets you select the payment type
- The most common payment in Iraq/Afghanistan will be EFT. Few cash payments are being used.
- The EFT option will not be displayed for



# COMPUTING



- If a comment needs to be made for specific reasons, you can select <Y>
  - Comments are pre-filled out. No free-typing is available. Only use when necessary

Hi!



# Module 5

---

Audit, Print, Alter Status, and  
Delete  
of Computed Payments within  
CAPS-C

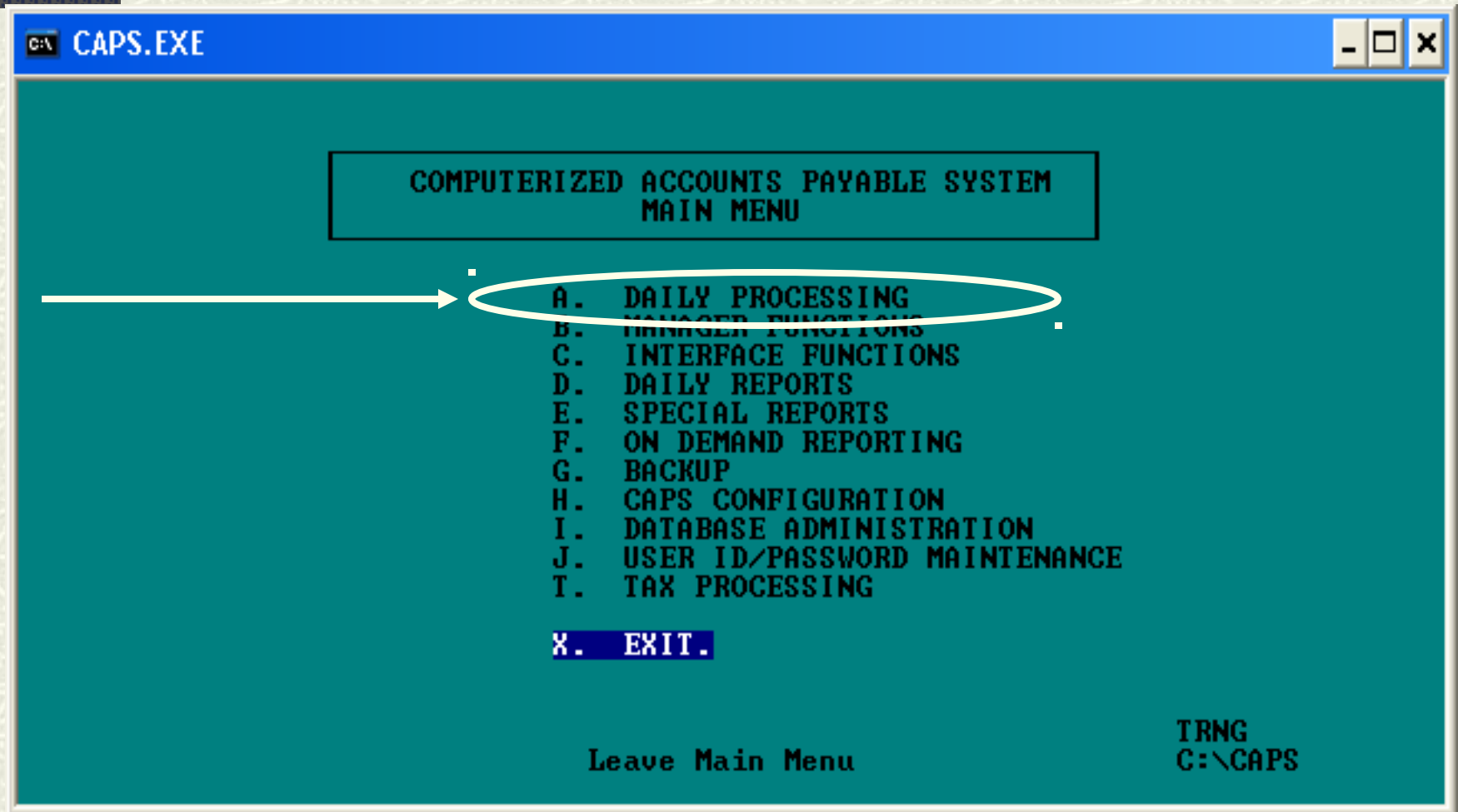
---

# Audit Payments

---

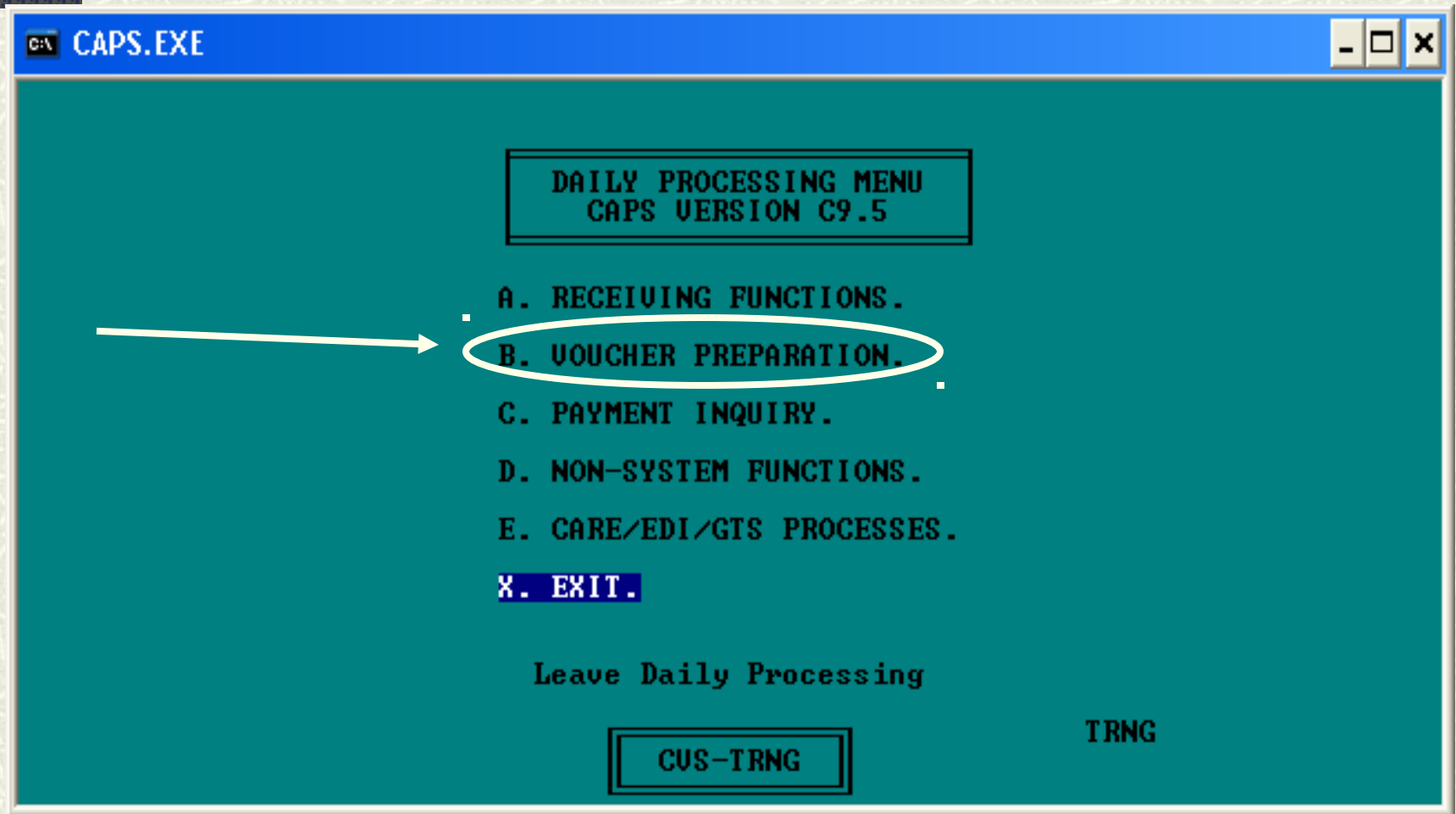
- # Once the payment has been computed it has to be audited next. Must audit prior to printing vouchers.
  - # The auditor is reviewing for accuracy of payment.
  - # Once payment has been certified as correct and legal, the auditor is assuming liability for that payment.
  - # Auditors must be given permission and access to CAPS-C to perform audit function.
-

# Audit Payments – cont'd

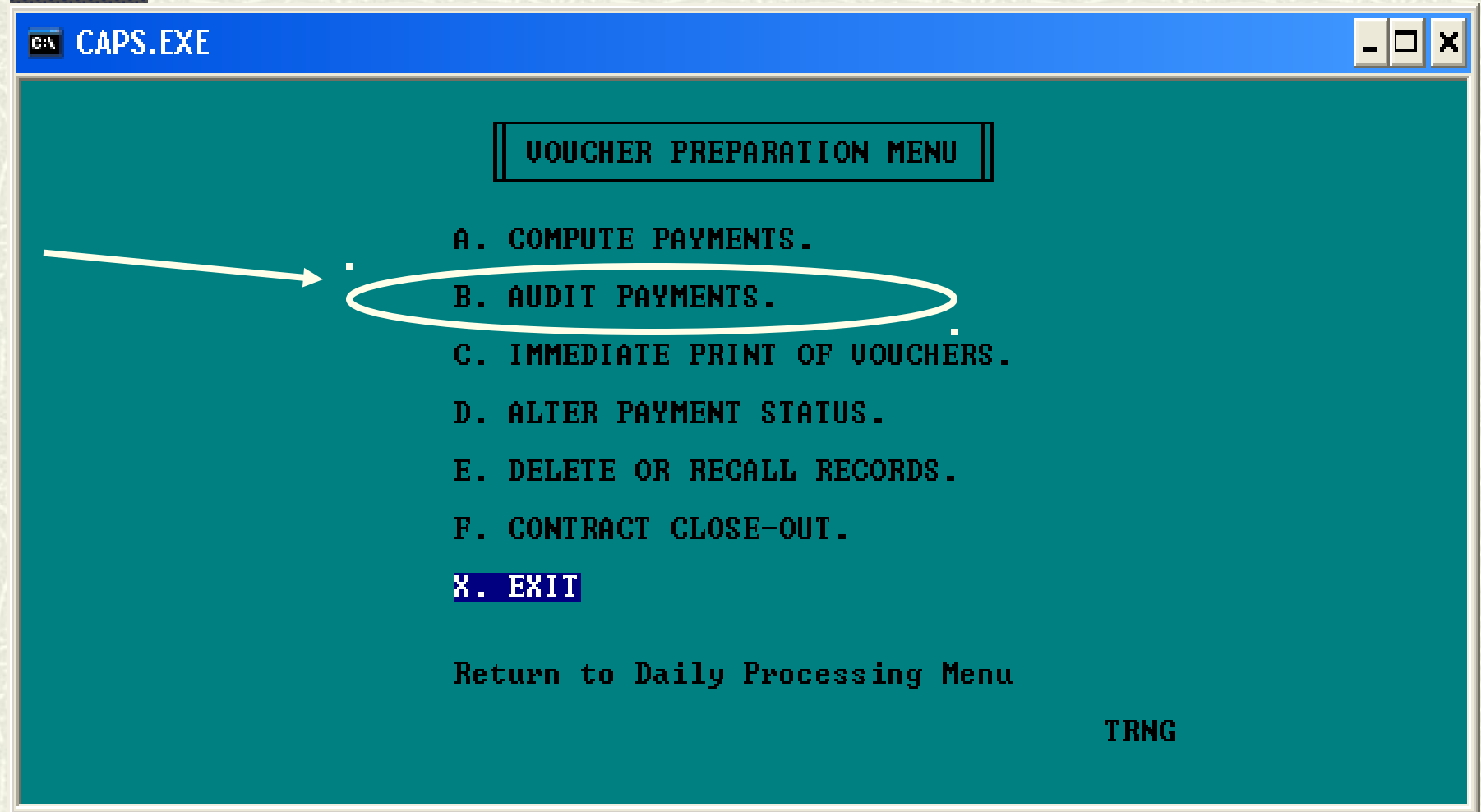




# Audit Payments – cont'd



# Audit Payments – cont'd



# Audit Payments - cont'd

C:\ CAPS.EXE

Audit Vouchers

ENTER THE **DASA03- 01-A-2001**

TRNG

**Enter the contract number of the payment to be audited.**

**Ensure the right contract number or call**

# Audit Payments - cont'd

C:\ CAPS.EXE

DASA03-01-C-1010      JOES CRAB SHACK      PMT    1    TYPE F

NBR	INU	NBR	INU	DATE	INU	RCUD	MDSE	DEL	MDSE	ACPT		
				MDSE	AMT			FRT		TERMS		OK?
	113322			11/02/08	11/02/08	11/02/08	11/02/08		0.00	0.000	30	
					100.00							

CORRECT Y/N. PRESS C TO CONTINUE OR X TO EXIT

**Review the invoice information and R/R information to ensure**

**If the payment is correct, input <Y>**

**If the payment is incorrect, in <N>**

**Press <X> if you want to exit with no action taken.**

# Audit Payments - cont'd

C:\ CAPS.EXE

DASA03-01-C-1010  
JOES CRAB SHACK  
1122 SEAFOOD LN  
SPAIN

PAYMENT 1F

CURRENCY \$\$  
DUE 12/02/08  
TAX ID FOREIGN

EXEMPT CCR? Y CAGE/DUNS

MDSE	100.00
FRT	0.00
DISC	0.00
IP	0.00
LOST	0.00

2192020      26EB S09076 SP G4SE83 83G4SE WT3111111111110001  
                  \$\$                   100.00

AMOUNT OF PAYMENT US                   100.00  
CORRECT FOR PAYMENT <Y/N> ☐

**Review the Line of Accounting and payment computation information.**

- If correct, input <Y>
- If incorrect, input <N>

**\*\*\*Remember: once payment has been certified, the auditor**



# Printing Vouchers

---

- # The final step in the payment process is printing the voucher.
  - # Prior to printing the vouchers, ensure the audit has been done. This will assign the auditors UserID to the voucher.
  - # The person certifying the voucher must also sign the hard copy of the voucher.
  - # If the payment being made is on a contract written in foreign currency, the Flux Line of Accounting will be printed on the voucher.
-

# Printing Vouchers

---

Vouchers can be printed three different ways:

- Immediate Print of Vouchers – prints all vouchers you have computed.
- Print SF 1034 EDPs – allows the user to print a specific voucher.
- Daily Reports – automatically prints any voucher not previously printed for the day during the daily report cycle at the end of each day.

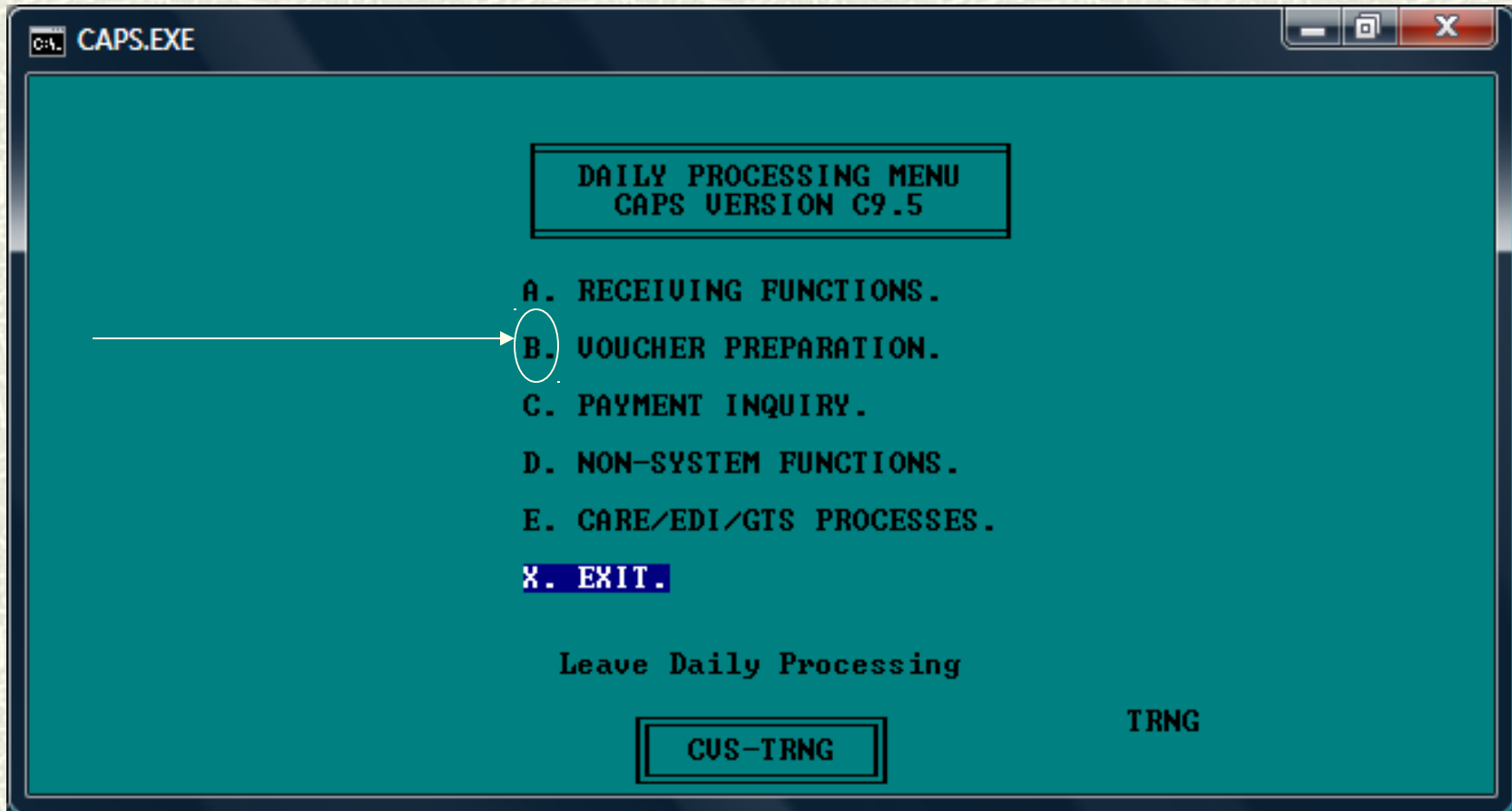
The system flashes to display the printing action as vouchers are printing.

---

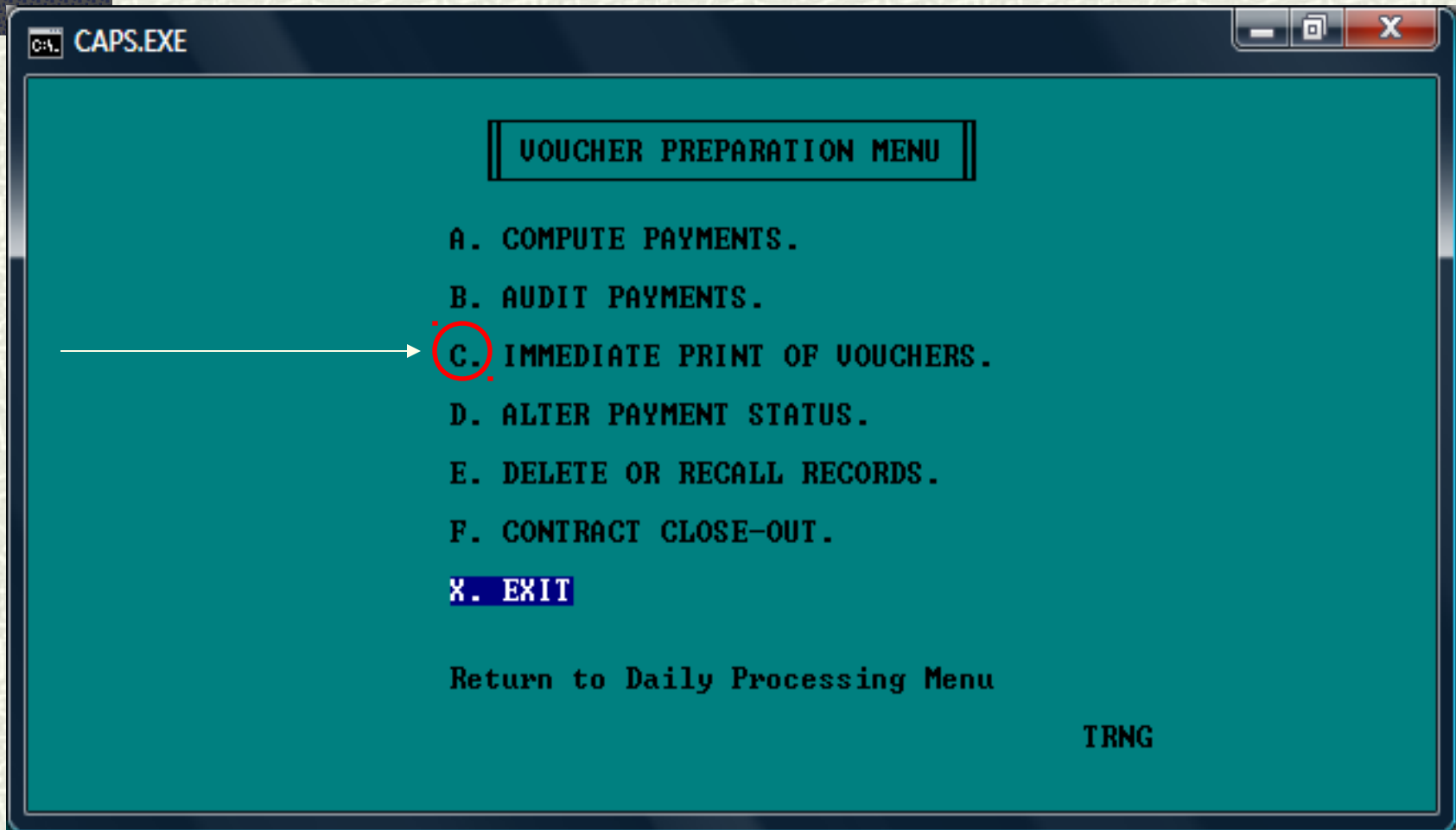
# PRINTING VOUCHERS



# PRINTING VOUCHERS

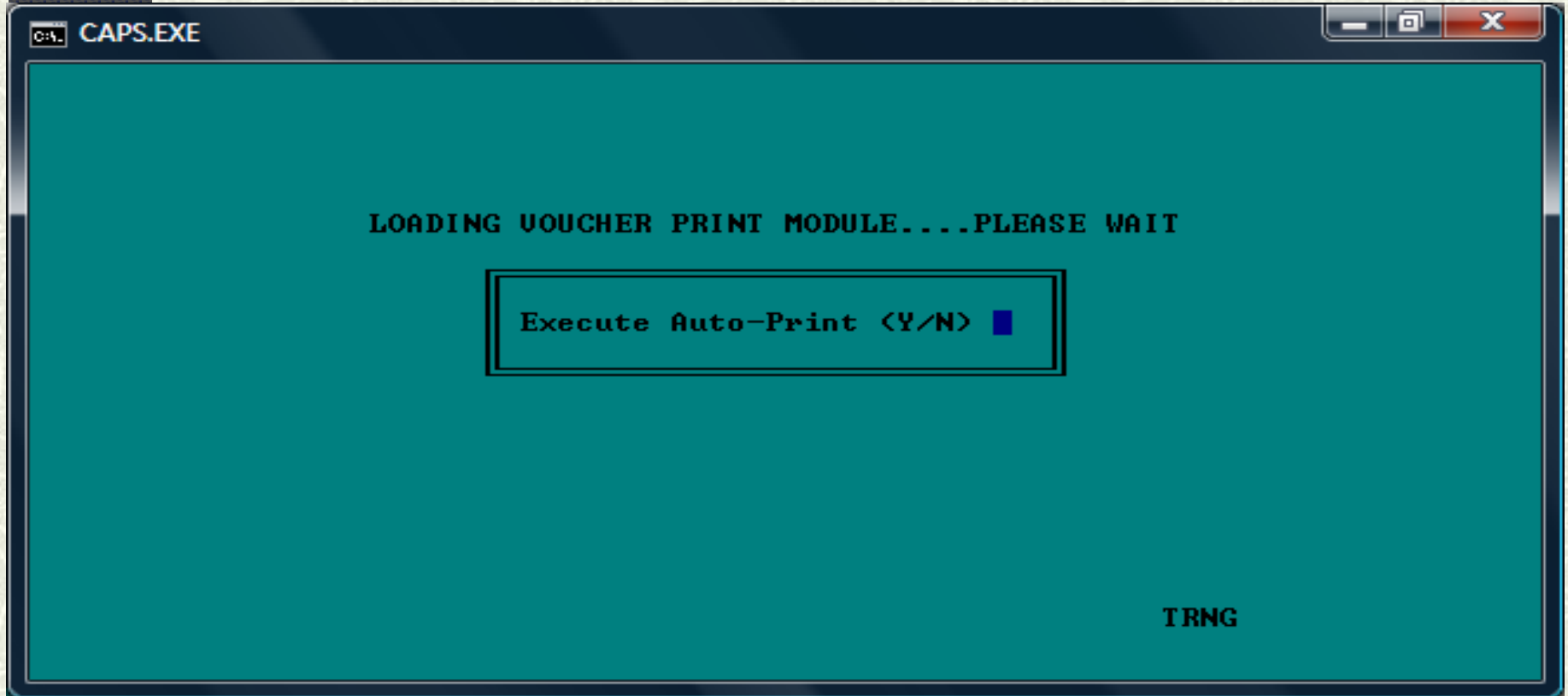


# PRINTING VOUCHERS





# PRINTING VOUCHERS



- If yes is selected, it will print all the vouchers that were input that day
- If no is selected, it will allow each contract number enter to print.

## SF 1034-EDP PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

DEPARTMENT OF THE ARMY  
FT MCCOY  
FT. MCCOY WI

VOUCHER NO.

DATE PREPARED 01/30/09

CONTRACT NO./DATE DFASEU-04-A-2000 0005 01/20/04  
CAGE/DUNS  
TAX ID FOREIGN  
PAYEE'S UNIVERSAL SPROCKETS  
NAME FRANKENHEIMER STR 176  
ADDRESS 38164 FRANKFURT  
GERMANY

P A I D B Y  
Account of:  
DSSN 1112

INDIANAPOLIS IN 46249

DATE INVOICE RECV'D 01/15/09  
DISCOUNT TERMS NET 30 DAYS

FOB:  
DEST

NO./DATE  
OF ORDER

DATE OF PERFORMANCE  
INV DATE INVRCV'D

MDSE DEL MDSE ACPT

FREIGHT

MERCHANDISE

0005 29

01/14/09 01/15/09 01/14/09 01/14/09

0.00

2740.00

TOTAL: MDSE+

2740.00

AMOUNT VERIFIED CORRECT FOR: \$\$ 2740.00  
SIGNATURE OR INITIALS: 121/

PAYMENT: 1FINAL

02/23/09

PURSUANT TO THE AUTHORITY VESTED IN ME, I CERTIFY THAT THIS VOUCHER IS CORRECT  
AND PROPER FOR PAYMENT.

AUTHORIZED CERTIFYING OFFICER  
FOR:

JANE Q. DOE  
MAJ, FC  
Finance and Accounting Officer

DATE: 01/30/09

## ACCOUNTING CLASSIFICATIONS

214207044444572436P864823084	26EB	015202	US	127A83	83127A	W50SPR53182667	40.00
214207044444572436P864823084	26EZ	015202	US	127A83	83127A	W50SPR53182667	1200.00
214207044444572436P864823084	26EZ	015202	US	127A83	83127A	W50SPR53182667	1500.00

PAYEE: UNIVERSAL SPROCKETS  
FRANKENHEIMER STR 176  
38164 FRANKFURT  
GERMANY

CASH AMT \$\$

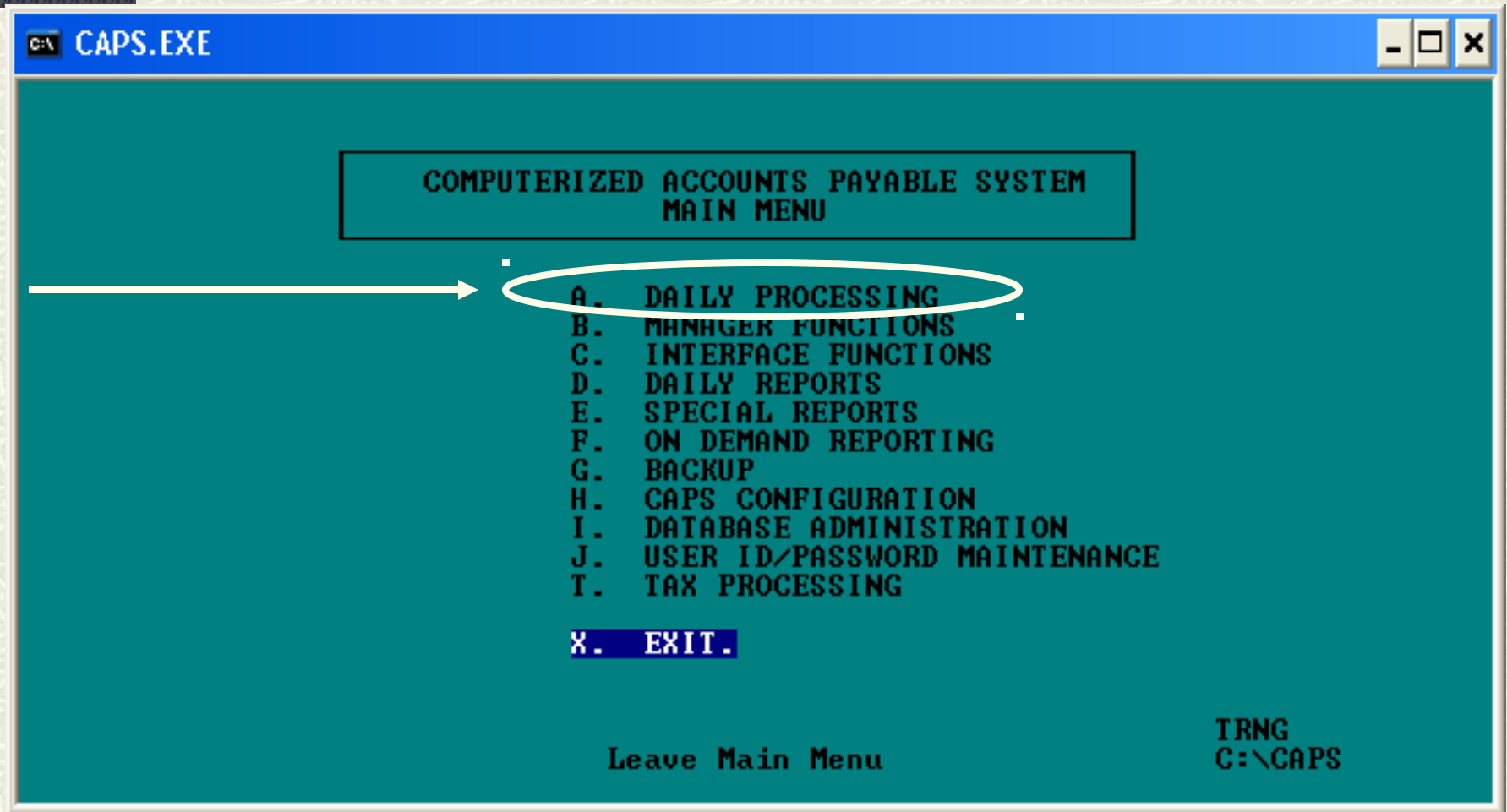
2740.00

# Alter Payment Status

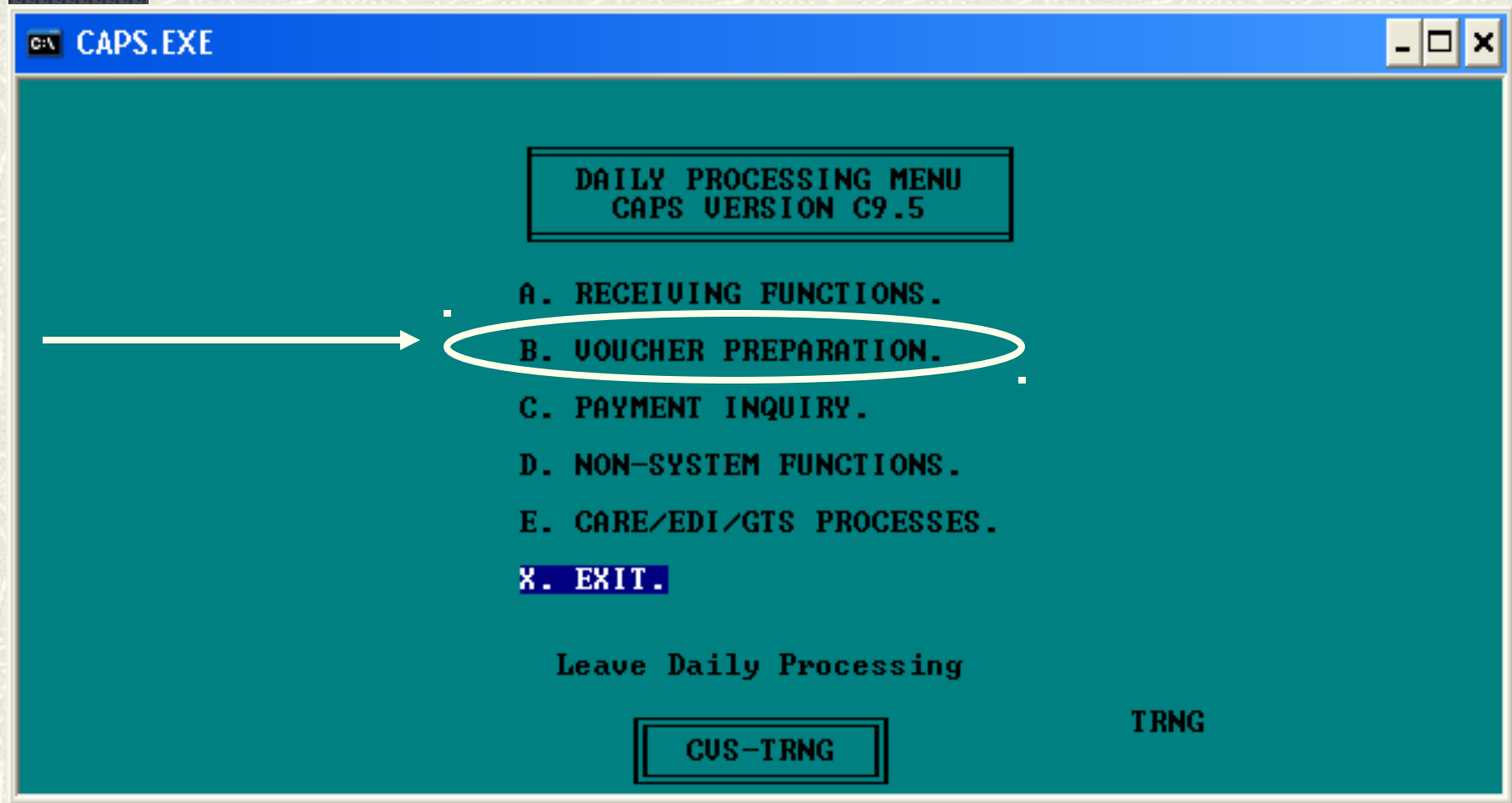
---

- # If a payment must be rejected, or changed prior to certifying and uploading the payment to DDS, the Alter Payment Status option can be used.
  - # Examiners must not be given access to this menu. Separation of Duties must be maintained in order to prevent users from being able to enter, compute, pay, and then delete a payment.
-

# Alter Payment Status - cont'd

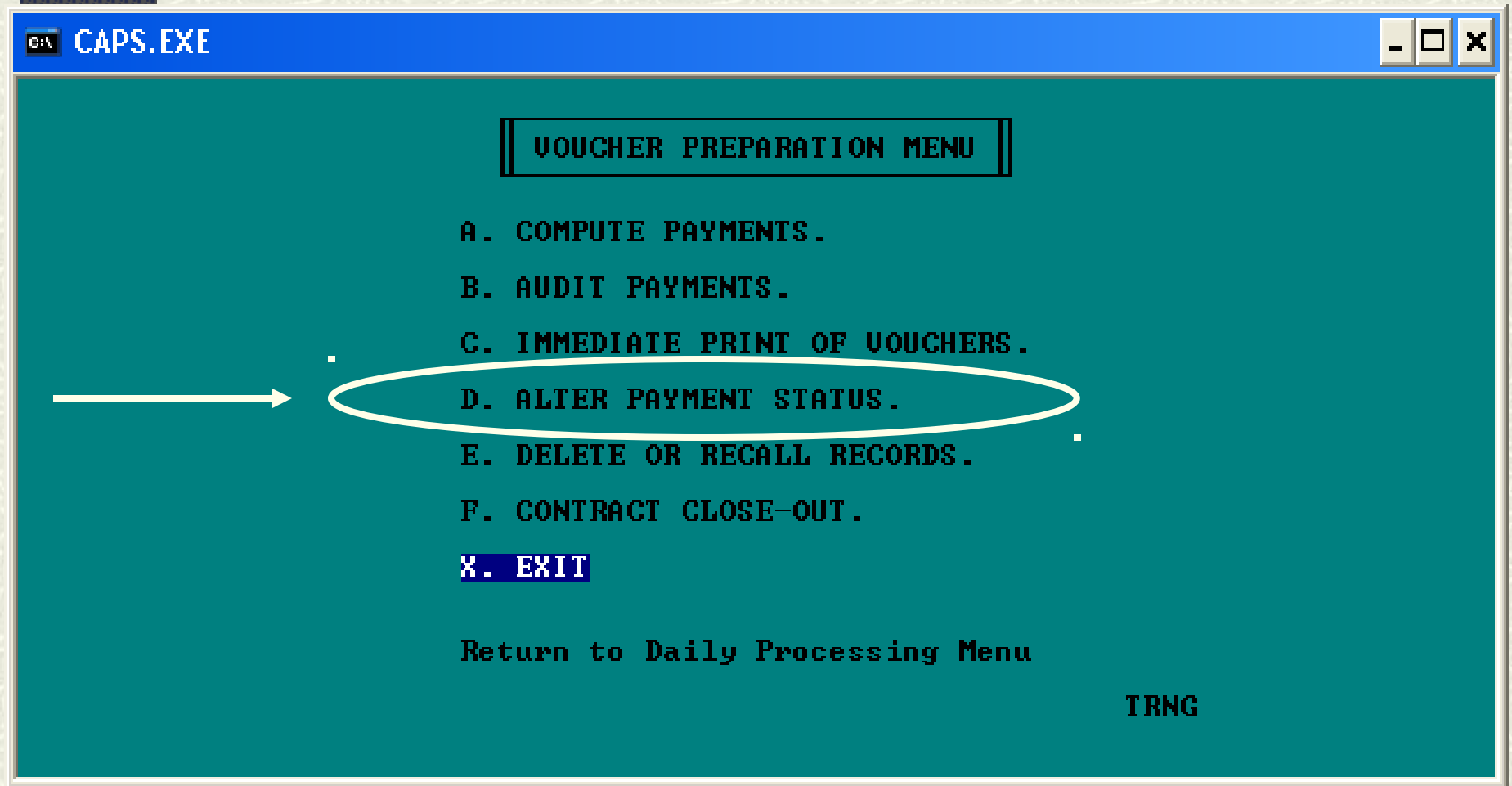


# Alter Payment Status - cont'd





# Alter Payment Status - cont'd



# Alter Payment Status - cont'd

CAPS.EXE

Alter Payment Status

ENTER THE DASA03- - -

TRNG

Enter the contract number of the payment that needs to be altered.

# Alter Payment Status - cont'd

CAPS.EXE

Alter Payment Status

ENTER THE DASA03- 01-C-1010

PAYMENT NUMBER: 0

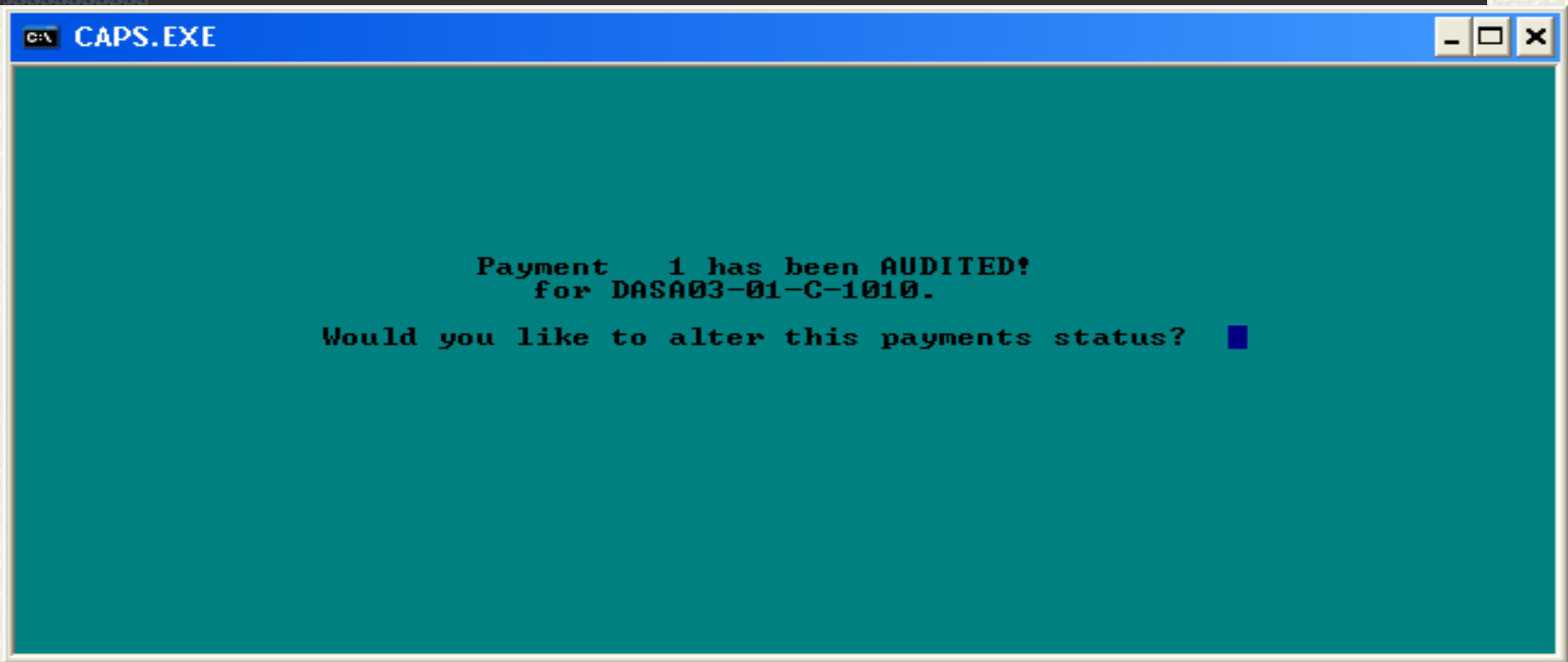
Enter a Payment Number  
or Leave Zero to Review  
All Eligible Payments .

TRNG

Enter the payment number that is reflected on the voucher or the Bills Register Card.

**\*\*This information is critical to ensure the correct payment is selected!!\*\***

# Alter Payment Status - cont'd

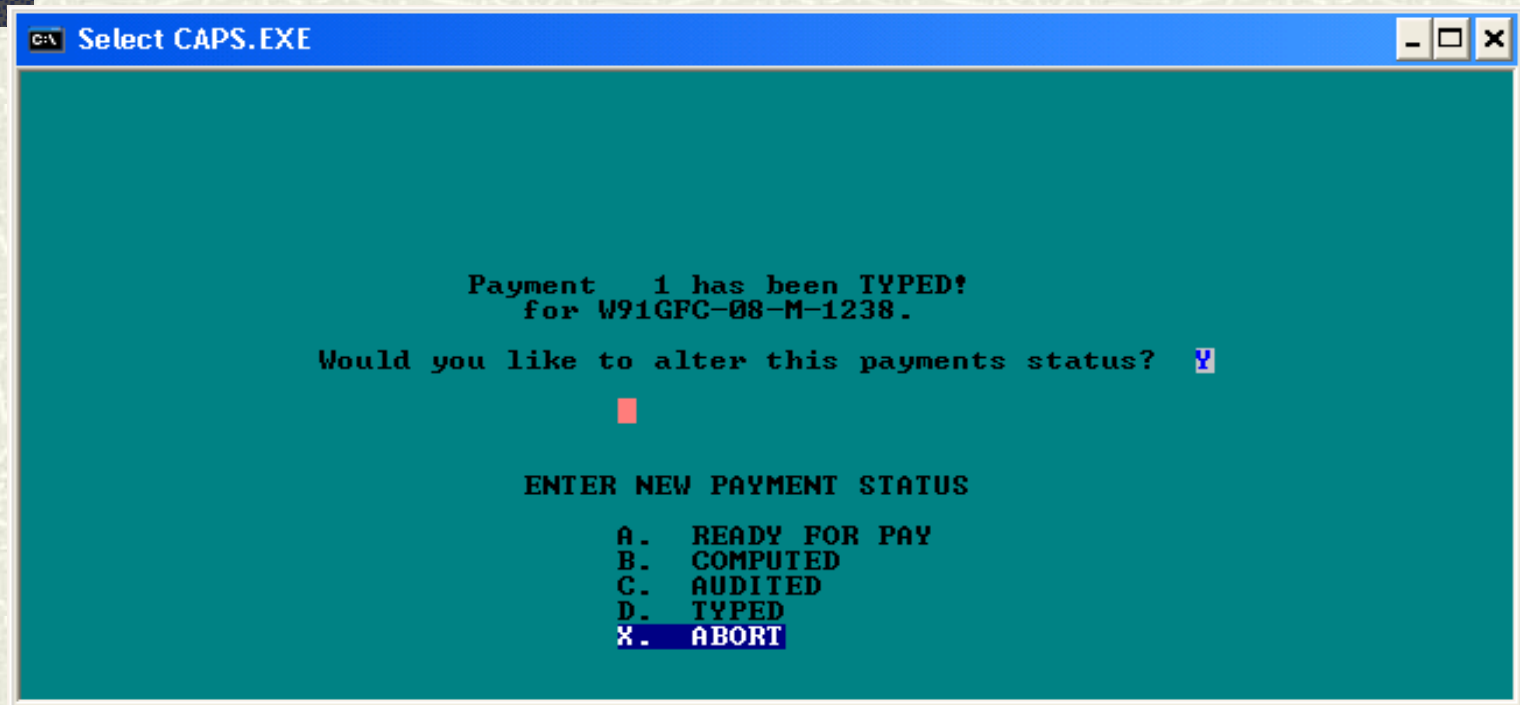


CAPS-C will display the payment status for the desired contract and payment number.

If information is correct, enter <Y> to change payment status.

If information is incorrect, enter <N> to exit the menu.

# Alter Payment Status- cont'd



System will display the different statuses that are available:

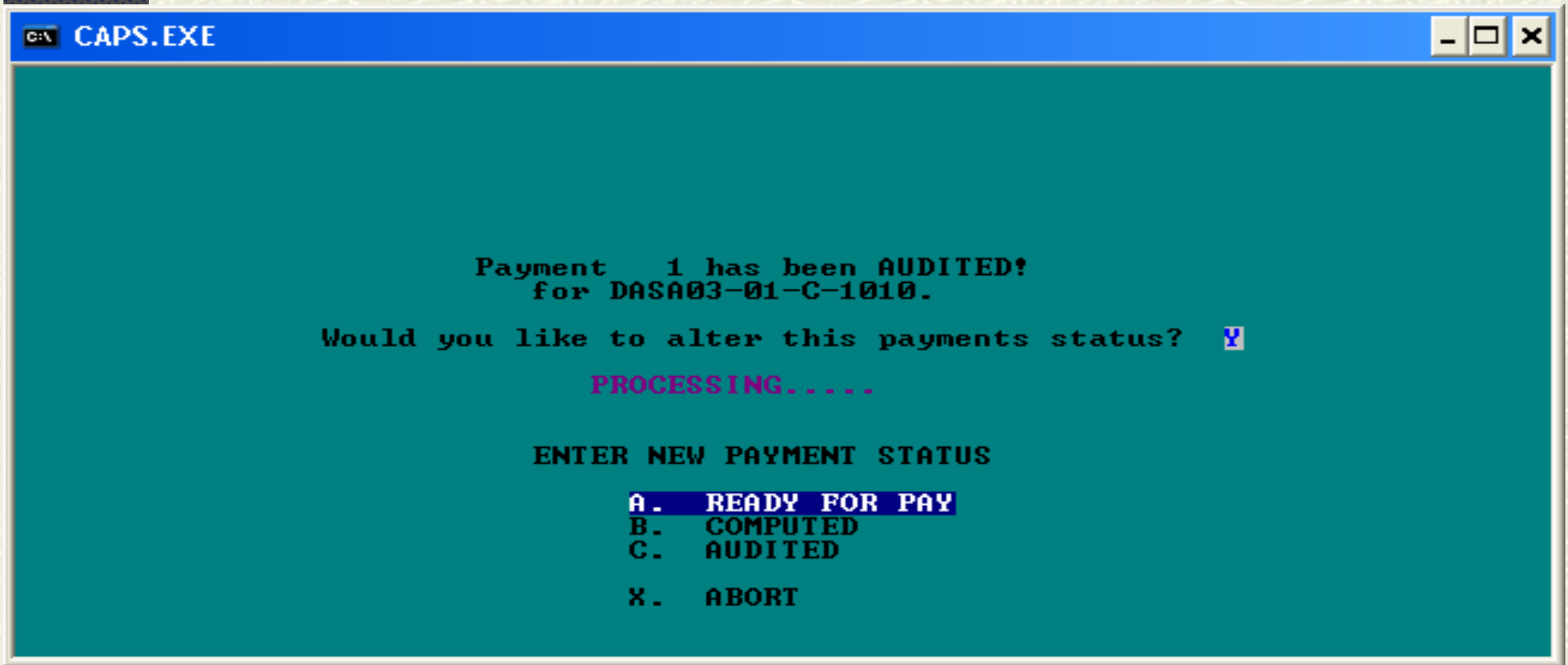
Ready for Pay will return the payment to an **uncomputed point**.

Computed will return the payment to the point that it needs to **be audited**.

Audited will return the payment to the point it needs to **be printed**.



# Alter Payment Status - cont'd



Once the desired status is chosen, the system will show that it is processing and changing the status.

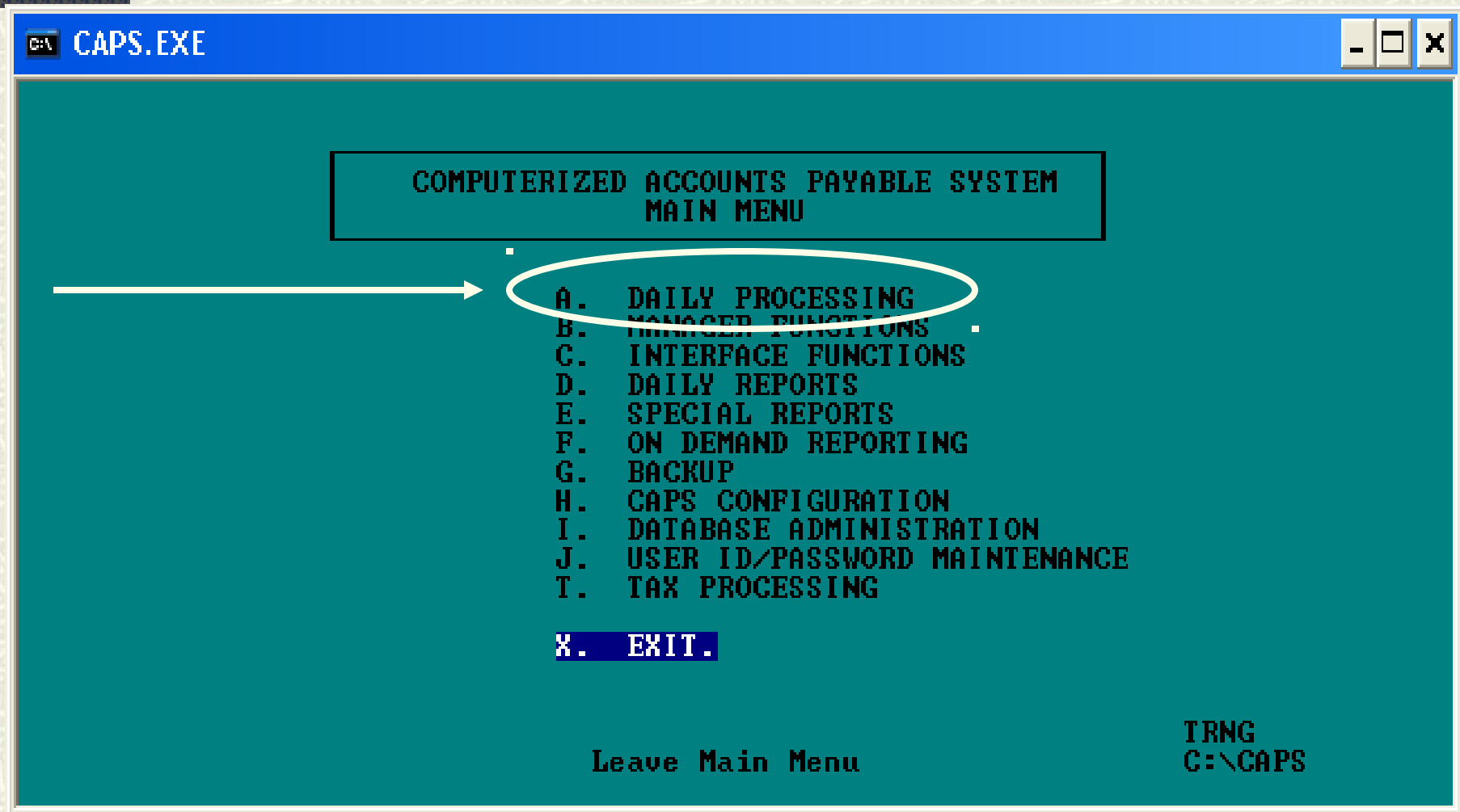
Upon completion, it will return you to the enter contract number to be altered screen.

# Delete or Recall Records/ Payments

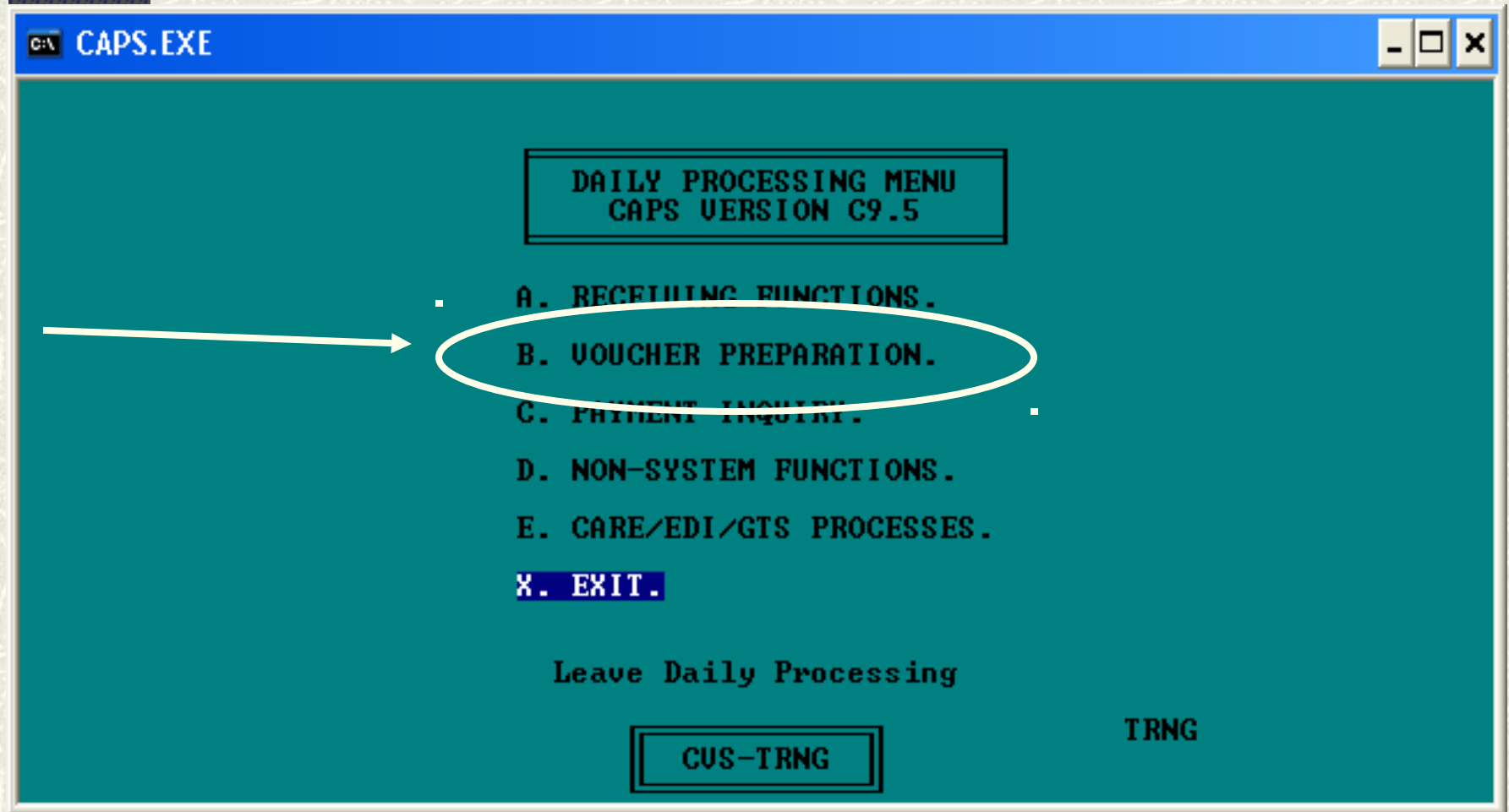
---

- # In order to maintain separation of duties, and maintain a level of internal control, examiners rarely have the ability to delete or recall incorrectly input records and payments.
  - # A manager can use the Delete or Recall Records option to delete incorrect records.
-

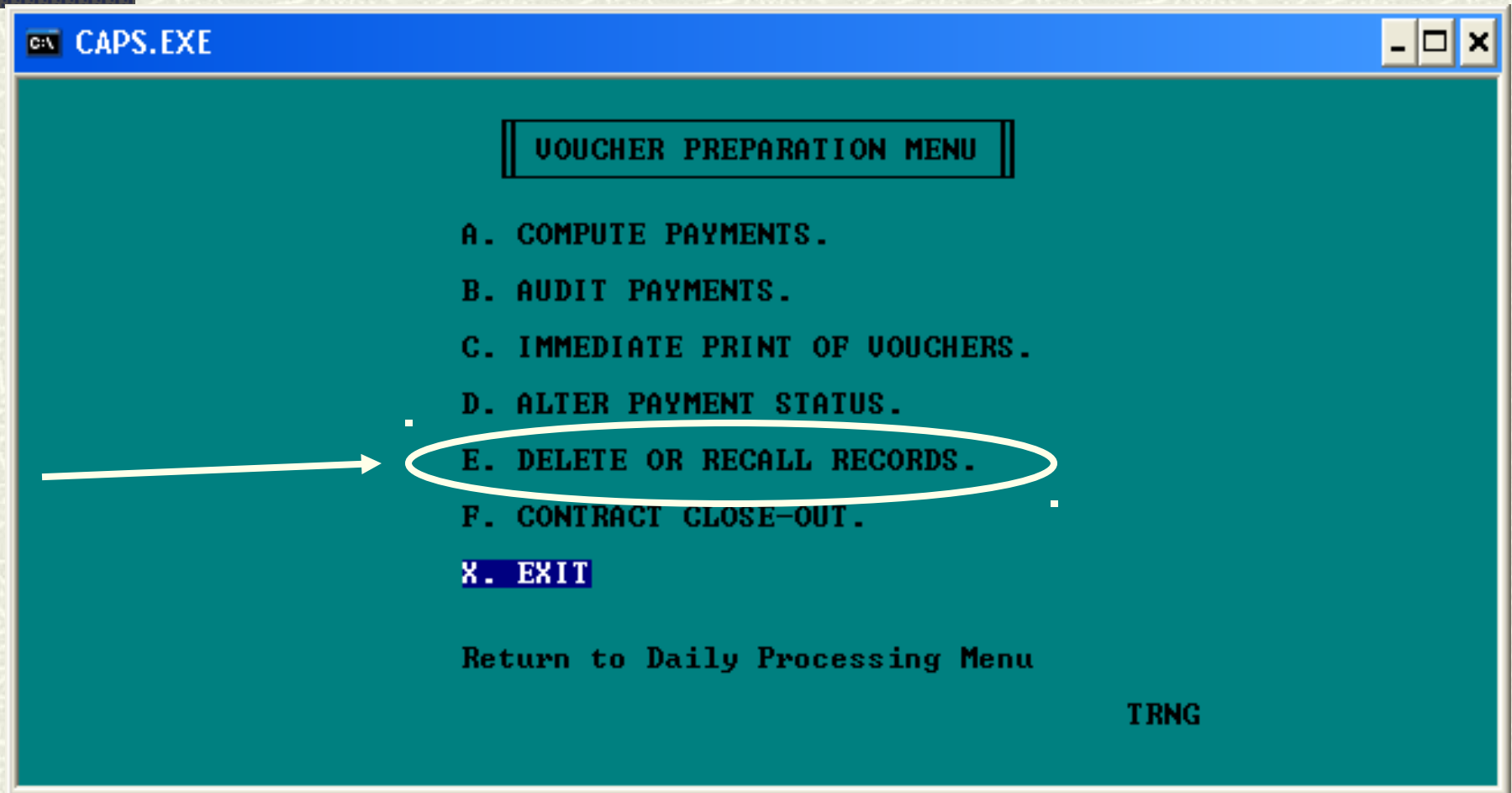
# Delete/ Recall Payments - cont'd



# Delete/ Recall Payments - cont'd



# Delete/ Recall Payments – cont'd





# Delete/ Recall Payments - cont'd



The screenshot shows a classic Windows-style application window titled 'CAPS.EXE'. The window has a blue title bar with standard minimize, maximize, and close buttons. The main area has a teal background. At the top center, there is a rectangular box with a double border containing the text 'Delete and Recall Records'. Below this, another rectangular box with a single border contains the text 'ENTER THE' followed by a text input field. The input field contains the text 'DASA03-' and has two empty slots for additional characters. In the bottom right corner of the window, the text 'TRNG' is displayed.

Input the contract number of the record.

\*\*\*Ensure that the correct number is entered to prevent  
erroneous data loss!!!\*\*\*

# Delete/ Recall Payments - cont'd

C:\ CAPS.EXE

F3=EXIT Box F4=1st Box PgDn=Forward PgUp=Backward F7=Toggle Delete

**PURCHASE ORDER/CONTRACT DATA**

DASA03-01-C-1010 MOD PODATE 11/01/08 TERMS 0.000 30 DAYS SPID  
FOB DEST SHIPTO WK4FST CURRENCY US  
EXEMPT CCR? Y CAGE/DUNS: TAXID FOREIGN W/H TAX N  
JOES CRAB SHACK CORPORATE STATUS  
1122 SEAFOOD LN AMT INDICATOR **Foreign Vendor**  
SPAIN EQUIPMENT DUE IN / /  
PO RCUD 11/02/08 AMT 100.00

**Invoice and Receipt Data**

TERMS 0.000 30 AUDITED R  
INV NBR 113322 1F  
INV DATE 11/02/08 MDS 100.00  
BT 0 / / DUE 12/02/08  
INV RCUD 11/02/08 FRT 0.00  
MDSE DEL 11/02/08  
MDSE ACPT 11/02/08 RR RCUD 11/02/08

**Bills Register**

PMT 1F BY 902 R  
MDS 100.00 DOU  
FRT 0.00 CK NBR  
TAX 0.00 CK DATE / /  
DISC 0.00 100.00  
IP 0.00 CHG REASON  
LOST 0.00 CHG REASON

**Accounting Classification Data**

2192020 26EB S09076 SP G4SE83 83G4SE WT311111111111  
CLIN 0001 # 1  
PMT 1 LINE AMT 100.00 PD AMT 100.00 BAL 0.00

Use F3 to move to the different boxes. Highlight the specific item (invoices/receiving reports or contract box) that needs to be deleted.

Use PgUp or PgDn to select different records.

# Delete/ Recall Payments - cont'd

C:\ CAPS.EXE

F3=EXIT Box F4=1st Box PgDn=Forward PgUp=Backward F7=Toggle Delete

PURCHASE ORDER/CONTRACT DATA

DASA03-01-C-1010 MOD PODATE 11/01/08 TERMS 0.000 30 DAYS SPID  
FOB DEST SHIPTO WK4FST CURRENCY US  
EXEMPT CCR? Y CAGE/DUNS: TAXID FOREIGN W/H TAX N  
JOES CRAB SHACK CORPORATE STATUS  
1122 SEAFOOD LN AMT INDICATOR Foreign Vendor  
SPAIN EQUIPMENT DUE IN / /  
PO RCUD 11/02/08 AMT 100.00

Invoice and Receipt Data

TERMS 0.000 30 Awaiting PMT D  
INU NBR 113322 DEL 0  
INU DATE 11/02/08 MDS 100.00  
BT 0 / / DUE 12/02/08  
INU RCUD 11/02/08 FRT 0.00  
MDSE DEL 11/02/08  
MDSE ACPT 11/02/08 RR RCUD 11/02/08

Bills Register

NO BRC RECORD  
NO PAYMENTS MADE  
ON THIS CONTRACT

Accounting Classification Data

2192020 26EB S09076 SP G4SE83 83G4SE WT311111111111  
CLIN 0001 # 0  
PMT 0 LINE AMT 100.00 PD AMT 0.00 BAL 100.00

Once the targeted payment or record has been selected, press <F7> to delete the record.

DEL will be displayed next to the payment number field.

If a payment is in a computed or audited status, it can not be deleted. The payment status must first be altered.

Hi!



# Module 6

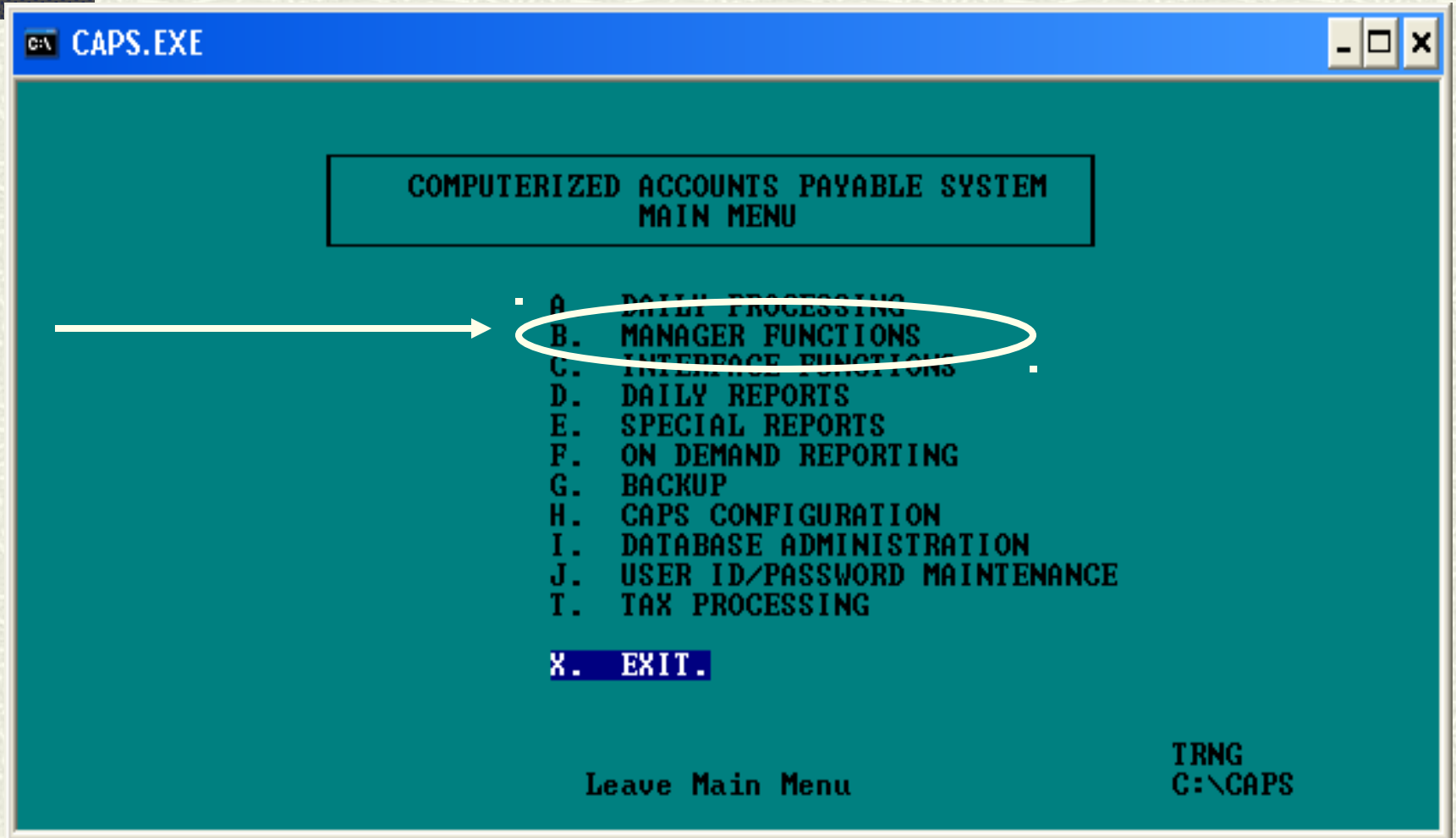
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Manager Functions, Local Data  
Table Maintenance, and System  
Back-Up in  
CAPS-C

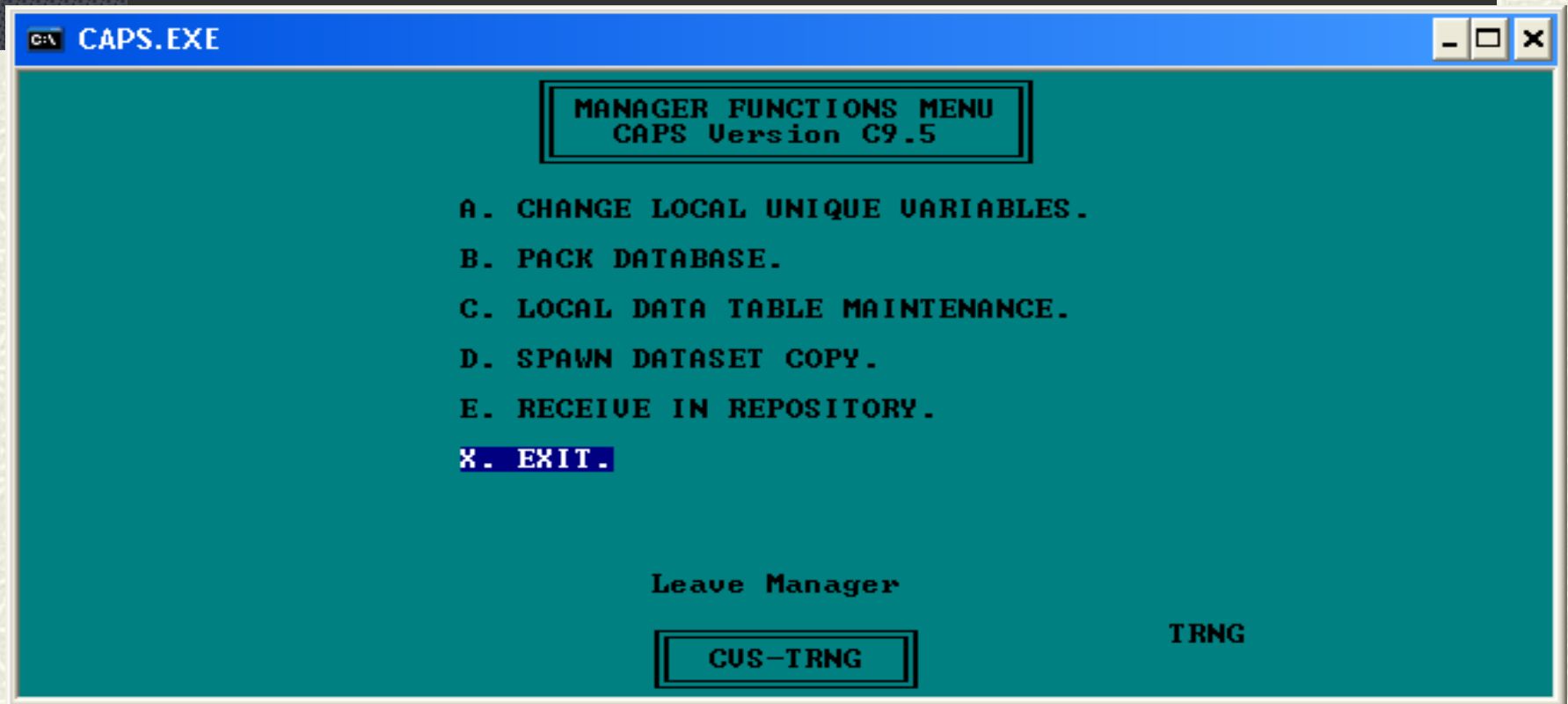
---



# Manager Functions Menu



# Manager Functions Menus



These are the basic different capabilities present within the Manager  
In order to access this menu, managers must be given permission  
Access to these menus must be strictly controlled and limited

# Change Local Unique Variables



# Change Local Unique Variables - Screen 1

C:\ CAPS.EXE

Most common Contract Number is **DASA03-**

Treasury Discount Rate **0.05000** Starting TL number **1013**  
Current Interest Rate **0.04750** Starting BT number **8**

Chief of CA is **CHIEF** C, CA's EMail (next line):  
C, CA's grade/rank: **RANK**

FAO is **JANE Q. DOE**  
FAO's grade & rank is **MAJ, FC**

FAO's address is **CAPS TEST SITE**  
FAO's city, state, and zip is **INDIANAPOLIS IN 46249**

CA's office symbol **ABCD-ABC-A**  
CA's address is **FT MCCOY**  
CA's unit is **FINANCE DETACHMENT** Fiscal Station is **S11112**  
CA's city, state/APO, and zip is **FT. MCCOY WI**  
CA's phone is **<123> 123-4567**

CA's foreign address is **BOX 499**  
CA's city, state, and zip is **FT BROWN, IN 00000-1112**  
CA's foreign phone is **<900> 555-1212**

This menu allows the manager to change basic information relating Office set-up.

# Change Local Unique Variables - Screen 2

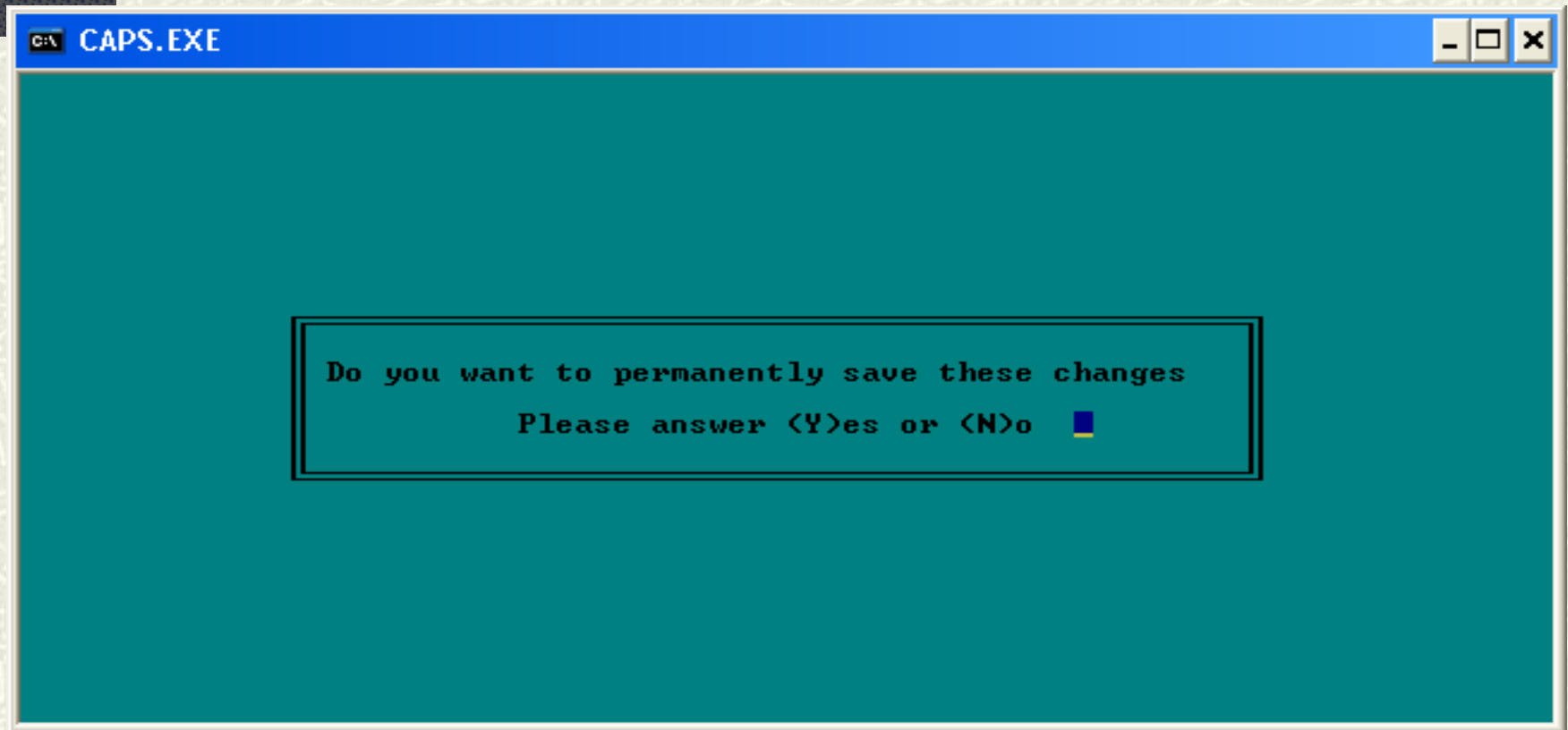
C:\ CAPS.EXE

DSSN	1112	EDI Routing Number		FEDERAL EIN	37-9999999
DEFAULT DOMESTIC INTEREST EOR	43A	TAX PERCENTAGE	25.0000		
DEFAULT FOREIGN INTEREST EOR	43G	COUNTRY CODE	US		
Stock Fund Account	97X4930.AC25			Disbursing Ofc RTN	
Tax Account	21X6875				
	EOE	TEOE	JO	TAPC00	CCC 00TAPC
Normal Pymt Suspense	5	Discount Pymt Suspense	5	Disbursement Lag	30
DOU Posting Lag	2	FAO Late Requests	2		
Generate 1ST LATE LETTER 15 DAYS After Receipt of the Invoice.					
Generate 2ND LATE LETTER 10 DAYS After Printing of First Letter.					
Generate 3RD <AND FINAL> LATE LETTER 10 DAYS After Printing of Second Letter.					
Print Comments					

Disbursing Lag is important to a manager. Because the PPA does not apply in a contingency environment, payments can be made as soon as possible. When an

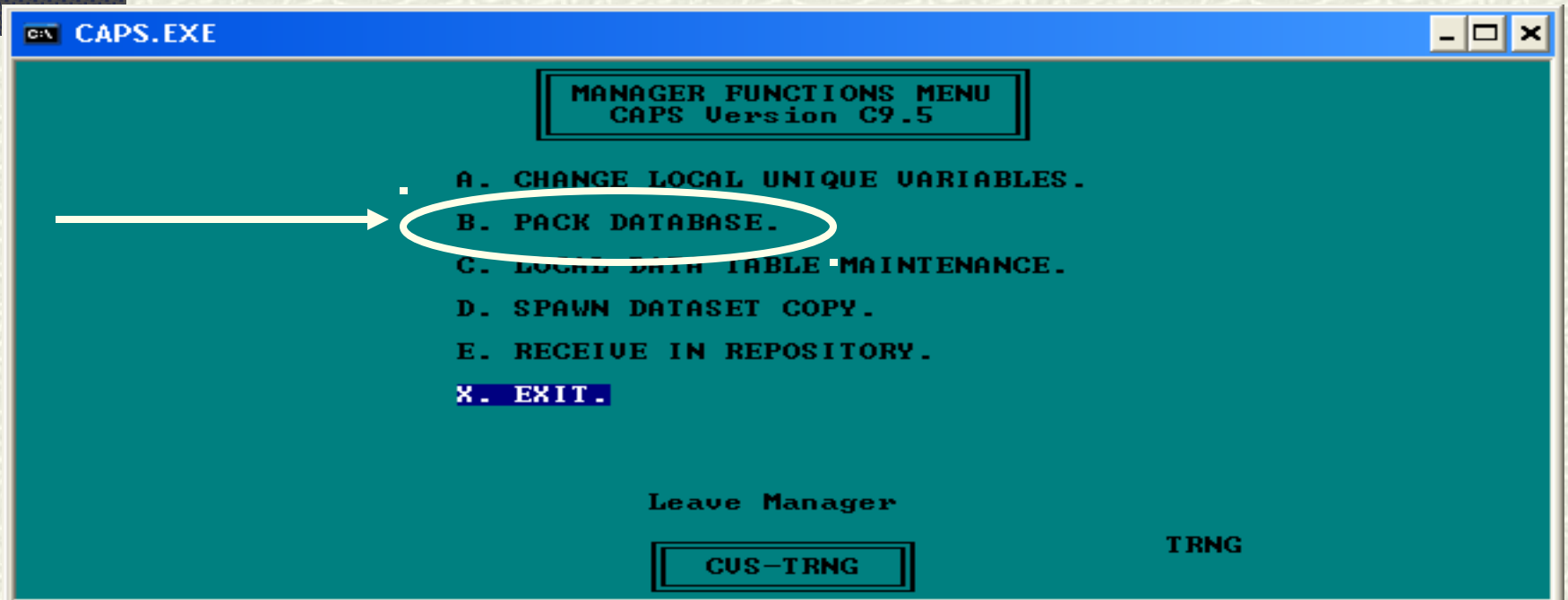


# Change Local Unique Variable



If changes were made, enter <Y> to save.

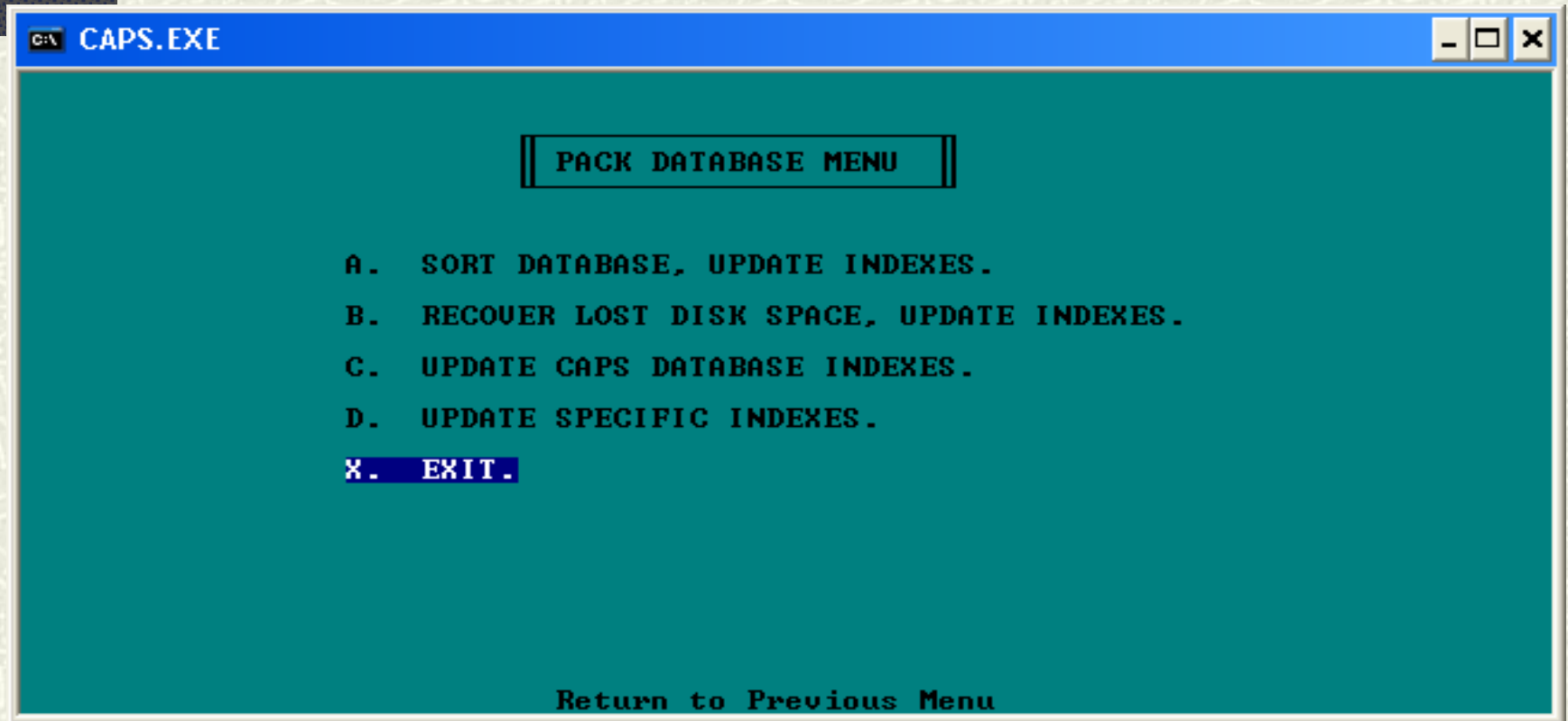
# Pack Database



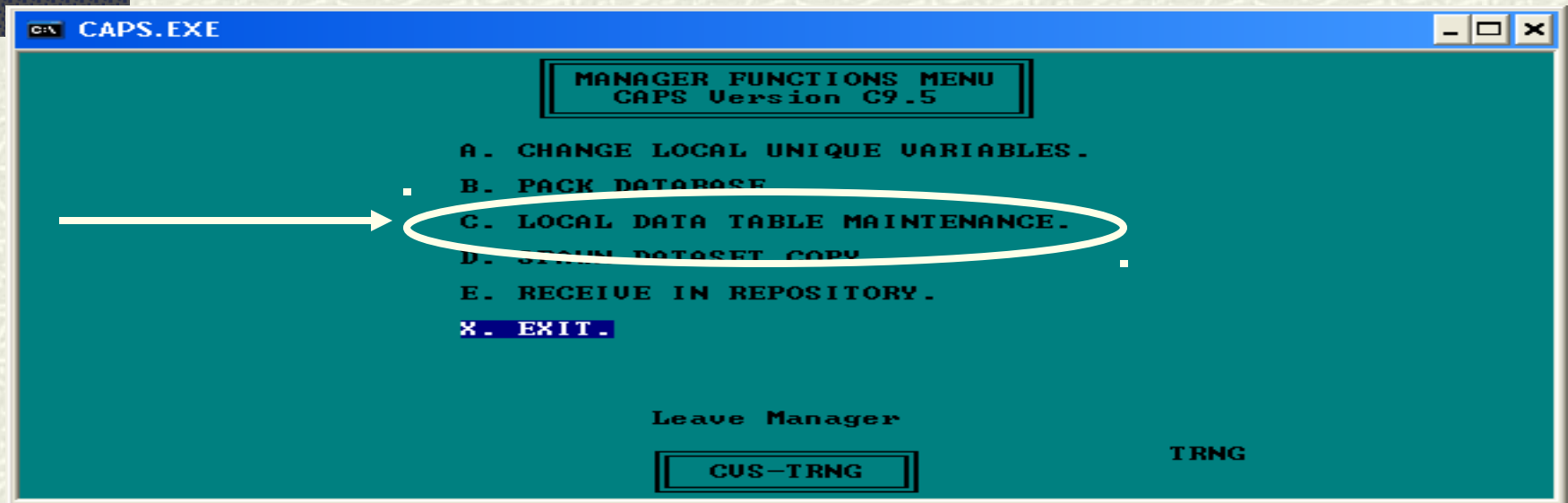
**The pack database function allows a manager to optimize the CAPS-C database.**

**The utility will essentially defrag the database, making it more compact and streamlined. This will cause less chance of loss of data and other crashes.**

# Pack Database – cont'd



# Local Data Table Maintenance



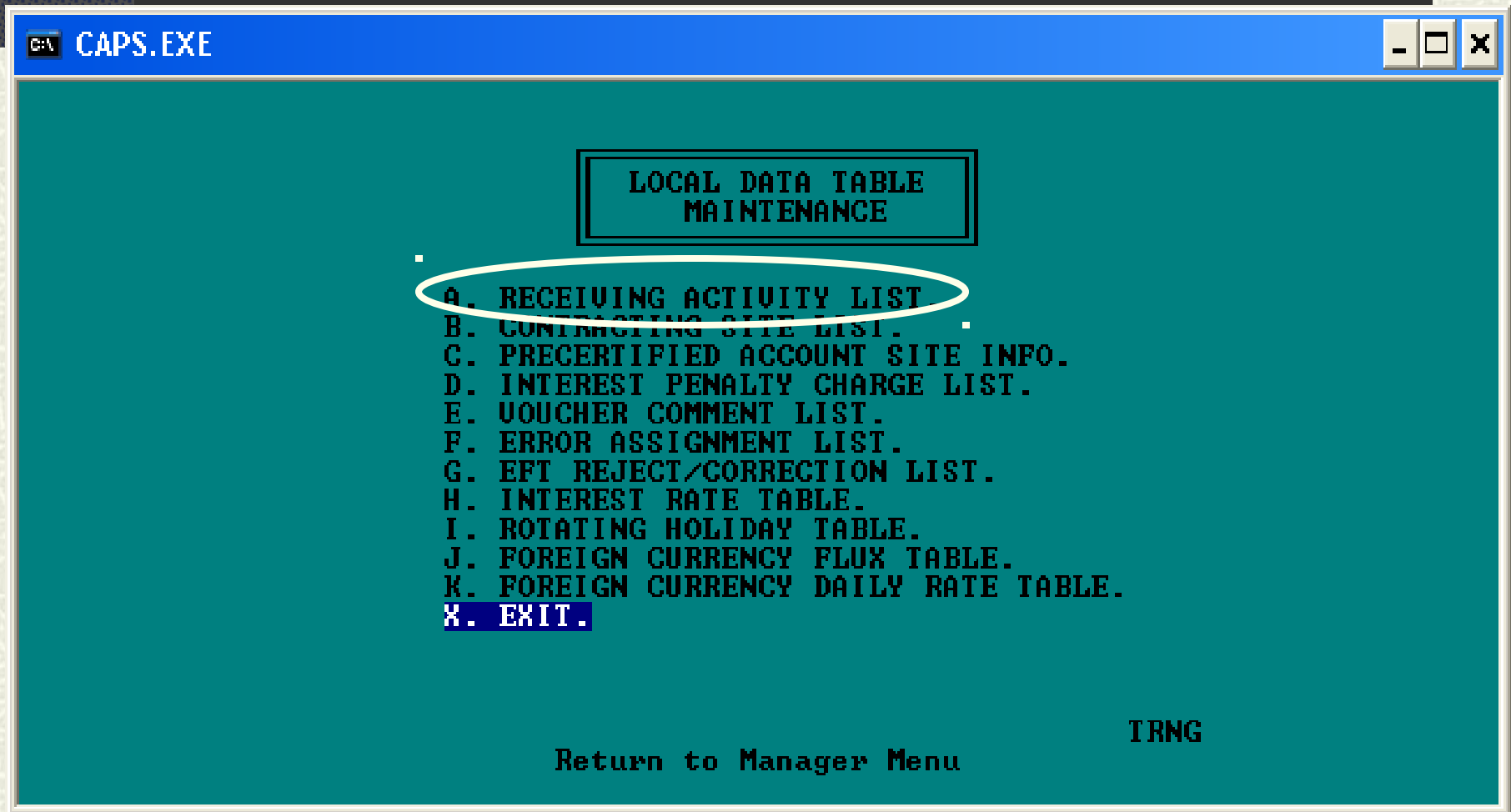
**Local Data Table Maintenance allows Managers to update different areas of CAPS-C to include:**

- Receiving Activity Codes**
- Voucher Comments**
- Voucher Error Codes**
- Loading Daily Exchange Rates for Foreign**

**Currency**

- Loading Flux Lines of Accounting**

# Update Receiving Activity Codes





# Adding Receiving Activity Codes



The screenshot shows a Windows-style window titled "CAPS.EXE". The window has a blue title bar with standard minimize, maximize, and close buttons. The main content area has a teal background and displays a list of receiving activity codes and their corresponding addresses. The list is organized into three columns: "Code", "Address", and a third column for additional details. The codes are listed on the left, followed by the address in the middle, and then the details on the right. The list includes codes such as 01000010, 11111111, CHR567, PRECERT, W16BER, W74MYG, W80SPR, W80YCU, W90KU7, and WJMABC. The addresses include "DEH FORT DEVENS", "DA ATTN: AFZT-CP BLDG 6043", "PROPERTY MANAGEMENT BRANCH 2461 LINDEN LANE", "DA TRANSPORTATION DEPT", and "HQ 7TH ARCOM, GEBAUDE 4222, ZIMMRT 233". The details include "OFFICER IN CHARGE", "FORT DIX, NJ 08640-6900", "DO NOT REMOVE", "SILVER SPRING, MD 00910-2483", "FORT DEUVENS, MA 01433", "FORT HARRISON, IN 46216", and "TOMPKINS BKS./FRIEDRICHSFELDER F 68723 DUHERTZINGEN". At the bottom of the window, there is a prompt "Add New Records? <Y/N>" with a small blue square icon next to it.

Code	Address	
01000010	DEH FORT DEVENS	OFFICER IN CHARGE
	DEH	FORT DEVENS, MA 01433
11111111	GGGGG	
CHR567	DA ATTN: AFZT-CP	FORT DIX, NJ 08640-6900
	BLDG 6043	
PRECERT	PRECERT IMPAC RA	DO NOT REMOVE
W16BER	DA ATTN: AFZT-CP BLDG 6043	FORT DIX, NJ 08640-6900
W74MYG	PROPERTY MANAGEMENT BRANCH	SILVER SPRING, MD 00910-2483
	2461 LINDEN LANE	
W80SPR	DEH BUILDING 10	FORT DEUVENS, MA 01433
W80YCU	DA TRANSPORTATION DEPT	FORT HARRISON, IN 46216
W90KU7	HQ 7TH ARCOM,	TOMPKINS BKS./FRIEDRICHSFELDER
	GEBAUDE 4222, ZIMMRT 233	F 68723 DUHERTZINGEN
WJMABC	482 TRAN/SATO	FORT HARRISON, IN 46216-5173
	8899 56TH STREET	

Add New Records? <Y/N> 

- Once in the Receiving Activity List, press <CTRL+END>.
- When prompted, input <Y> for add new records.
- Input the new Receiving Activity DODAAC listed on the Contract.

# Voucher Comment List

C:\ CAPS.EXE



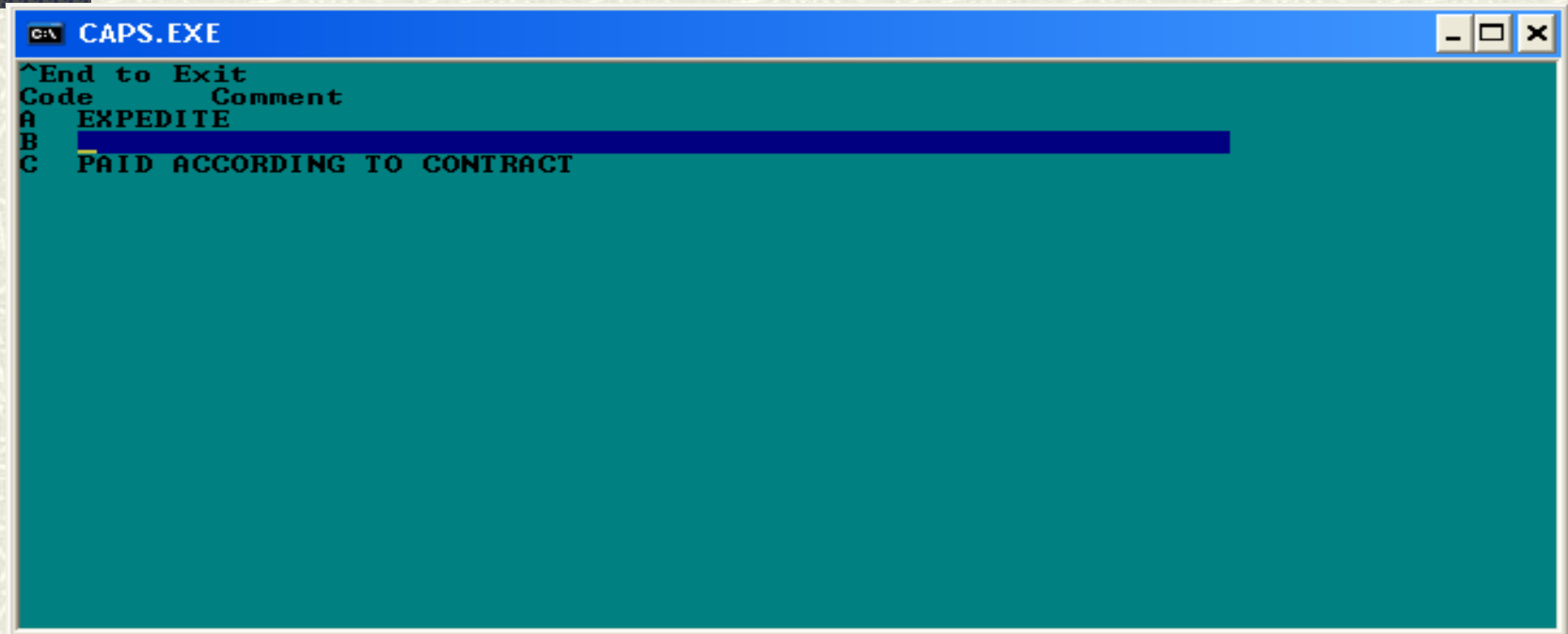
## LOCAL DATA TABLE MAINTENANCE

- A. RECEIVING ACTIVITY LIST.
- B. CONTRACTING SITE LIST.
- C. PRECERTIFIED ACCOUNT SITE INFO.
- D. INTEREST PENALTY CHARGE LIST.
- E. VOUCHER COMMENT LIST.
- F. ERROR ASSIGNMENT LIST.
- G. EFT REJECT/CORRECTION LIST.
- H. INTEREST RATE TABLE.
- I. ROTATING HOLIDAY TABLE.
- J. FOREIGN CURRENCY FLUX TABLE.
- K. FOREIGN CURRENCY DAILY RATE TABLE.
- X. EXIT.

Return to Manager Menu

TRNG

# Voucher Comment List

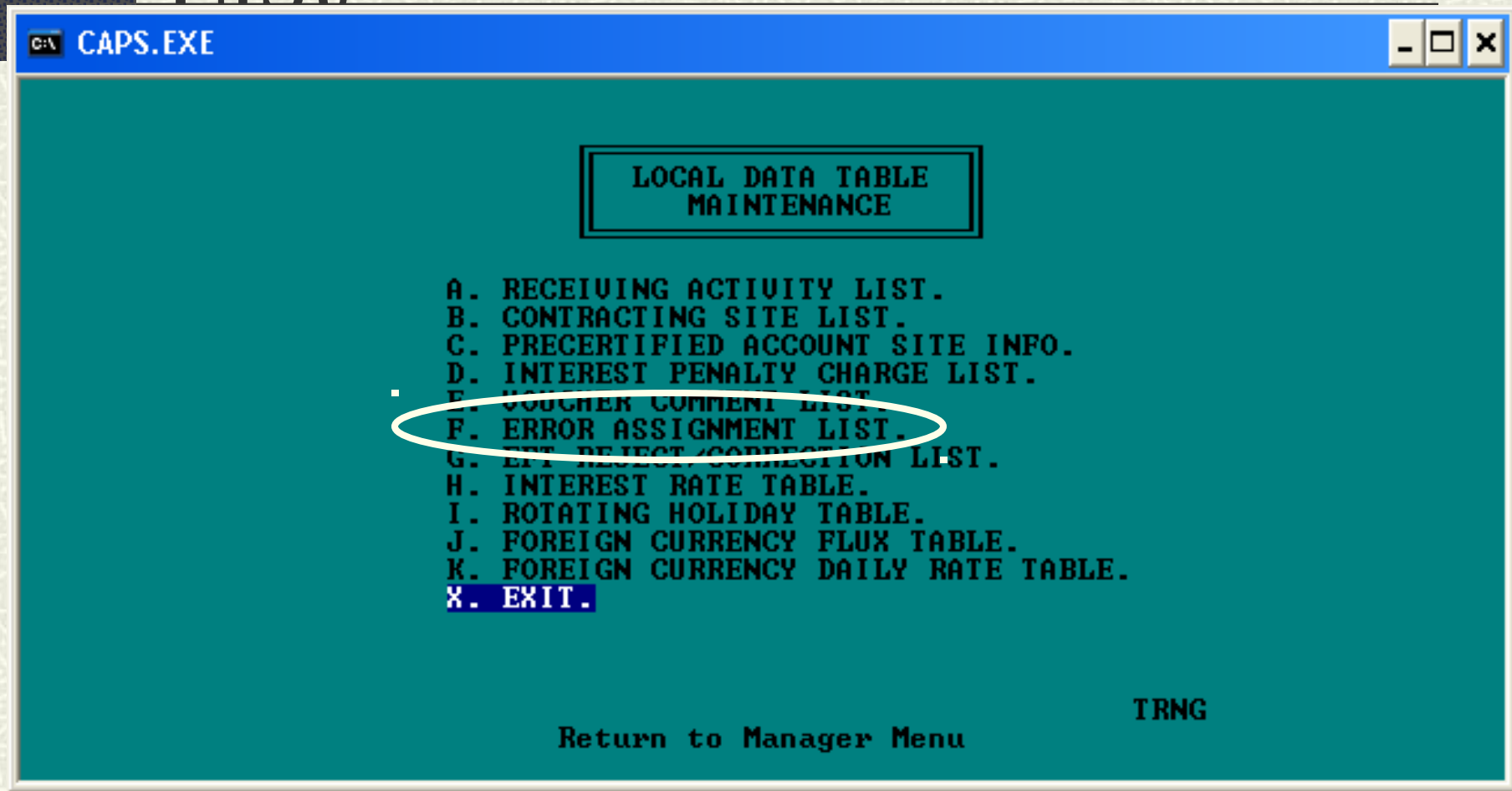


The screenshot shows a window titled "CAPS.EXE" with a teal background. At the top left, it says "^End to Exit". Below that, there are two columns: "Code" and "Comment". The first row has "A" under "Code" and "EXPEDITE" under "Comment". The second row has "B" under "Code" and a solid blue bar under "Comment". The third row has "C" under "Code" and "PAID ACCORDING TO CONTRACT" under "Comment".

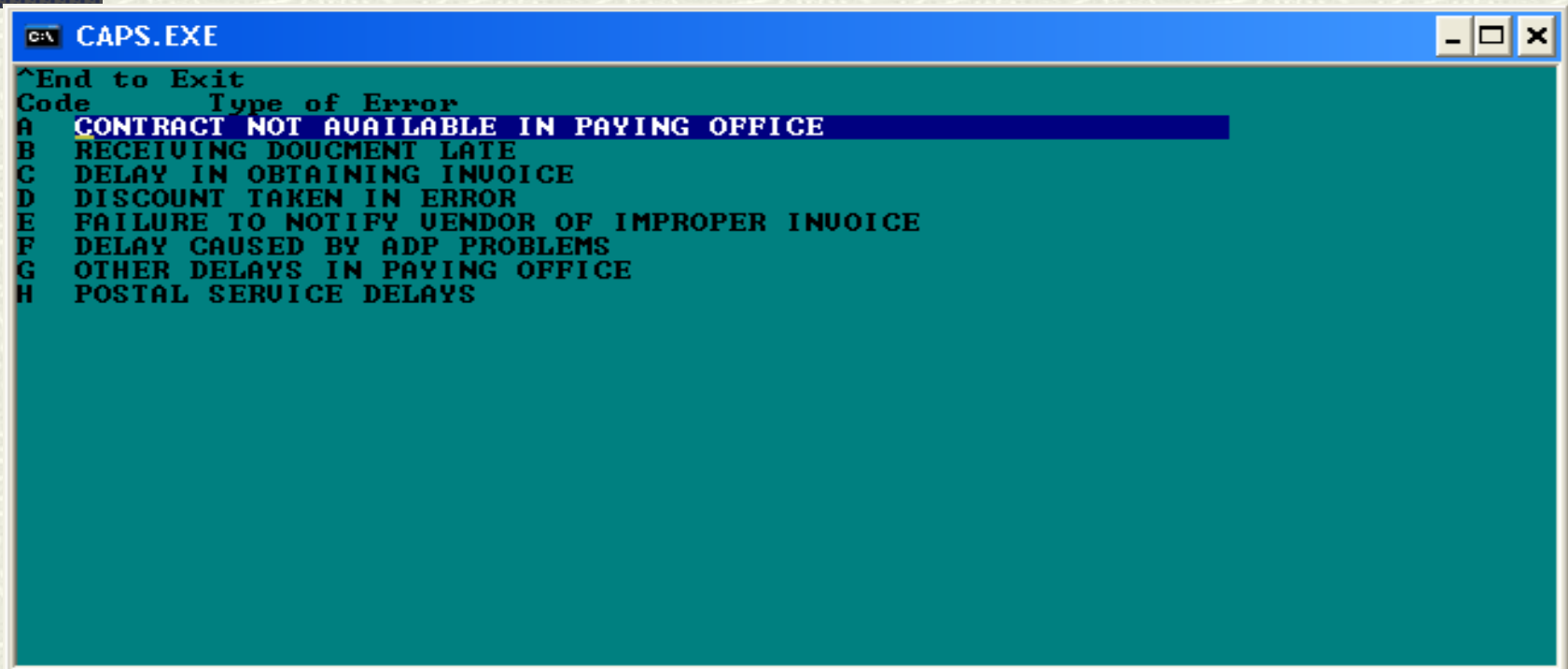
```
^End to Exit
Code      Comment
A  EXPEDITE
B  [REDACTED]
C  PAID ACCORDING TO CONTRACT
```

- To load a new voucher comment, either enter in an empty field, select <Y> to add new records.
- All payment made in Afghani to Afghani Financial Institutions must have  
**FOR SVCS/ EQUIPMENT RENDERED.**

# Voucher Error Comment List



# Voucher Comment List

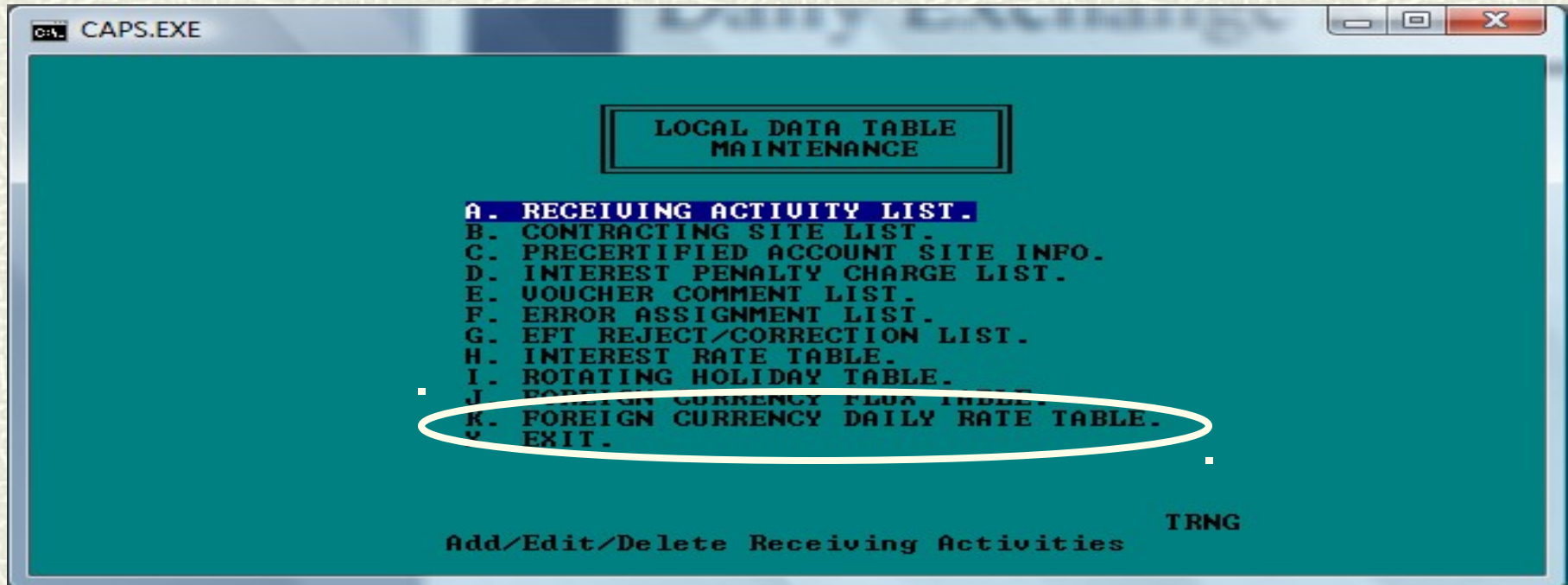


```
C:\ CAPS.EXE
^End to Exit
Code      Type of Error
A  CONTRACT NOT AVAILABLE IN PAYING OFFICE
B  RECEIVING DOUCMENT LATE
C  DELAY IN OBTAINING INVOICE
D  DISCOUNT TAKEN IN ERROR
E  FAILURE TO NOTIFY UENDOR OF IMPROPER INVOICE
F  DELAY CAUSED BY ADP PROBLEMS
G  OTHER DELAYS IN PAYING OFFICE
H  POSTAL SERVICE DELAYS
```

- To load a new voucher comment, either enter in an empty field or select <Y> to add new records.
- Enter the code and reason for error

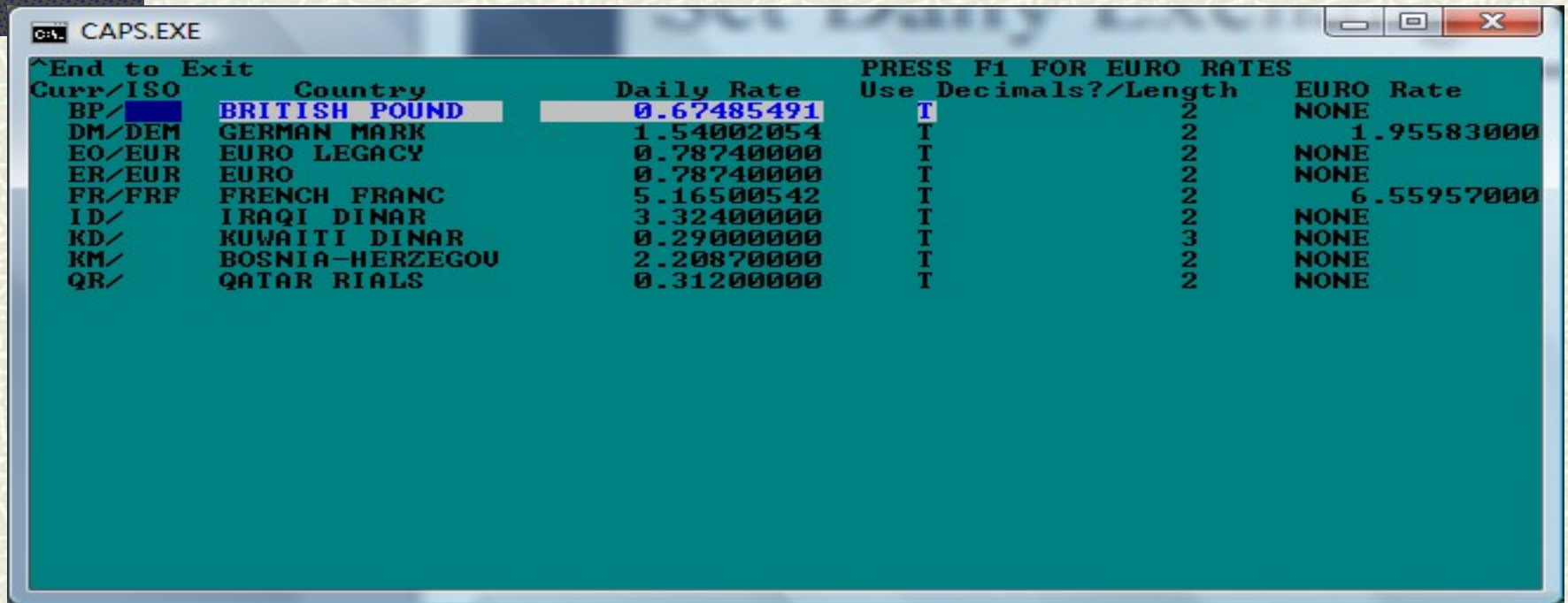


# Load New Foreign Currency/ Set Daily Exchange Rate



- To Load a new foreign currency or set the daily exchange rate, you will enter the same menu within CAPS-C.
- The daily exchange rate must be updated every day. Do not assume it hasn't changed just because you didn't receive information. You must verify!!!

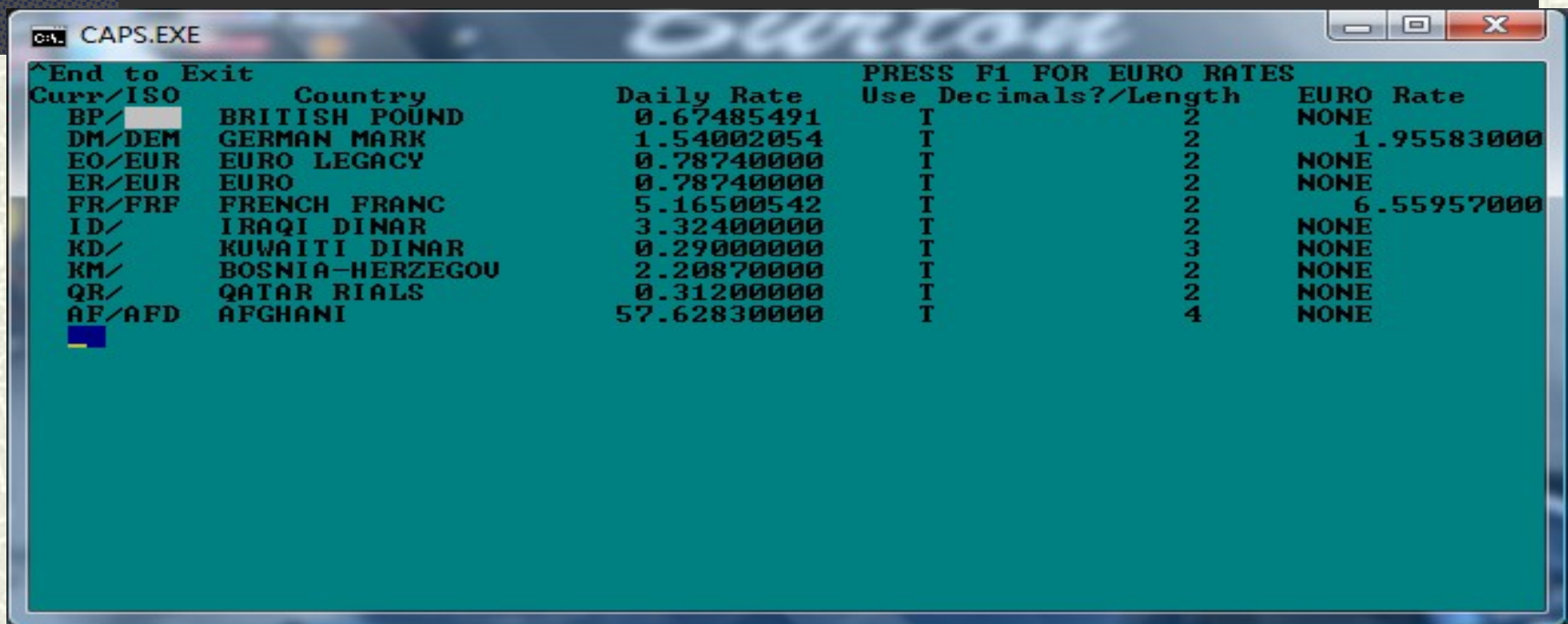
# Add Foreign Currency



^End to Exit Curr/ISO	Country	Daily Rate	PRESS F1 FOR EURO RATES Use Decimals?/Length	EURO Rate
BP/	BRITISH POUND	0.67485491	T 2	NONE
DM/DEM	GERMAN MARK	1.54002054	T 2	1.95583000
EO/EUR	EURO LEGACY	0.78740000	T 2	NONE
ER/EUR	EURO	0.78740000	T 2	NONE
FR/FRF	FRENCH FRANC	5.16500542	T 2	6.55957000
ID/	IRAQI DINAR	3.32400000	T 2	NONE
KD/	KUWAITI DINAR	0.29000000	T 3	NONE
KM/	BOSNIA-HERZEGOU	2.20870000	T 2	NONE
QR/	QATAR RIALS	0.31200000	T 2	NONE

- CAPS-C will not allow you to enter a currency for a contract if it is not pre-loaded.
- Once at this screen, press <CTRL+END>. When is asks to add new records, enter <Y>

# Add Foreign Currency



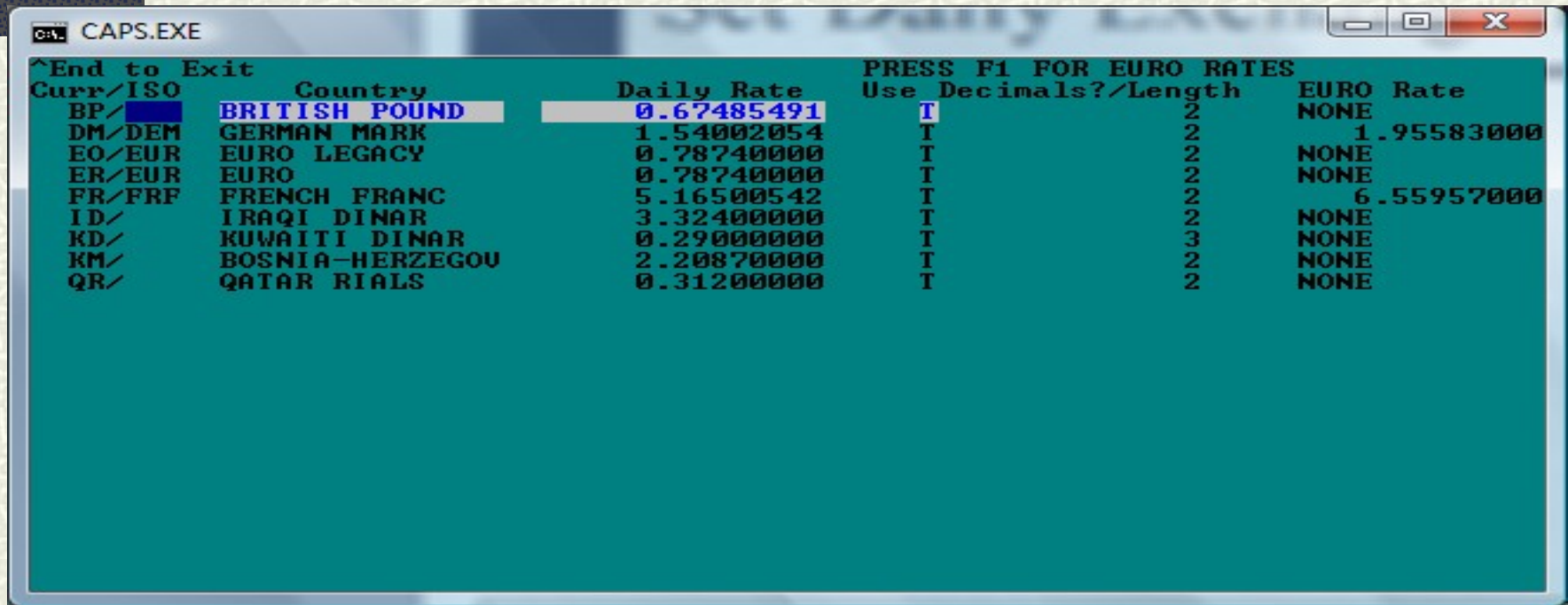
The screenshot shows a DOS-style application window titled 'CAPS.EXE'. The window contains a table with the following columns: 'Curr/ISO', 'Country', 'Daily Rate', 'Use Decimals?/Length', and 'EURO Rate'. The table lists several currencies including the British Pound, German Mark, Euro Legacy, Euro, French Franc, Iraqi Dinar, Kuwaiti Dinar, Bosnia-Herzegovina, Qatar Rials, and Afghani. The 'EURO Rate' column shows values like 'NONE' or specific rates such as 1.95583000 for the German Mark.

Curr/ISO	Country	Daily Rate	Use Decimals?/Length	EURO Rate
BP/	BRITISH POUND	0.67485491	T 2	NONE
DM/DEM	GERMAN MARK	1.54002054	T 2	1.95583000
EO/EUR	EURO LEGACY	0.78740000	T 2	NONE
ER/EUR	EURO	0.78740000	T 2	NONE
FR/FRF	FRENCH FRANC	5.16500542	T 2	6.55957000
ID/	IRAQI DINAR	3.32400000	T 2	NONE
KD/	KUWAITI DINAR	0.29000000	T 3	NONE
KM/	BOSNIA-HERZEGOU	2.20870000	T 2	NONE
QR/	QATAR RIALS	0.31200000	T 2	NONE
AF/AFD	AFGHANI	57.62830000	T 4	NONE

- You must ensure that the currency code you are inputting matches what Disbursing has loaded in DDS (AF for cash payments, F1 for EFT, etc.)
- In the country column, load the currency type.
- In the Daily Rate column, enter the exchange rate for that day.
- Enter <T> to use decimals. The length column is for how many



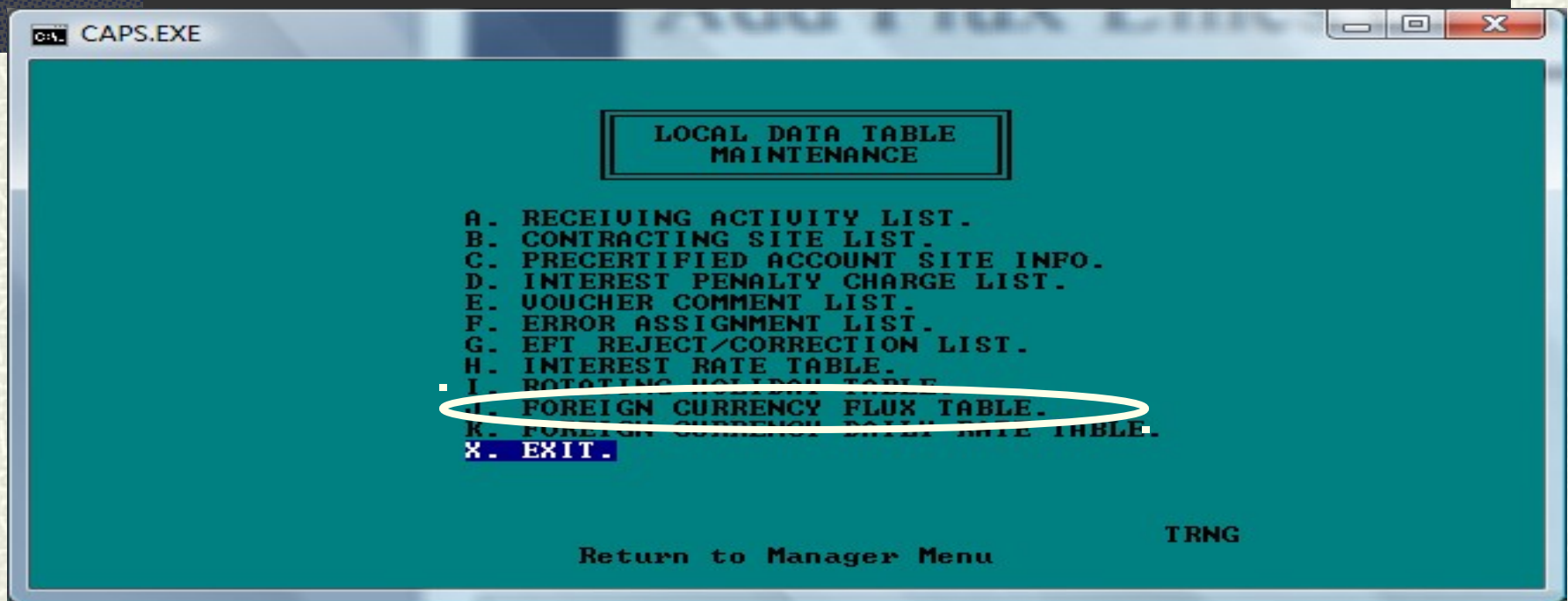
# Change Daily Exchange Rate



^End to Exit					
Curr/ISO	Country	Daily Rate	Use	Decimals?/Length	EURO Rate
BP/	BRITISH POUND	0.67485491	T	2	NONE
DM/DEM	GERMAN MARK	1.54002054	T	2	1.95583000
EO/EUR	EURO LEGACY	0.78740000	T	2	NONE
ER/EUR	EURO	0.78740000	T	2	NONE
FR/FRF	FRENCH FRANC	5.16500542	T	2	6.55957000
ID/	IRAQI DINAR	3.32400000	T	2	NONE
KD/	KUWAITI DINAR	0.29000000	T	3	NONE
KM/	BOSNIA-HERZEGOU	2.20870000	T	2	NONE
QR/	QATAR RIALS	0.31200000	T	2	NONE

- To change the Daily Exchange Rate, enter to the currency that you wish to change.
- Highlight the Daily Rate column. Enter the new exchange rate.
- Press <CTRL+END> to return to the Local Data Table Maintenance Menu.

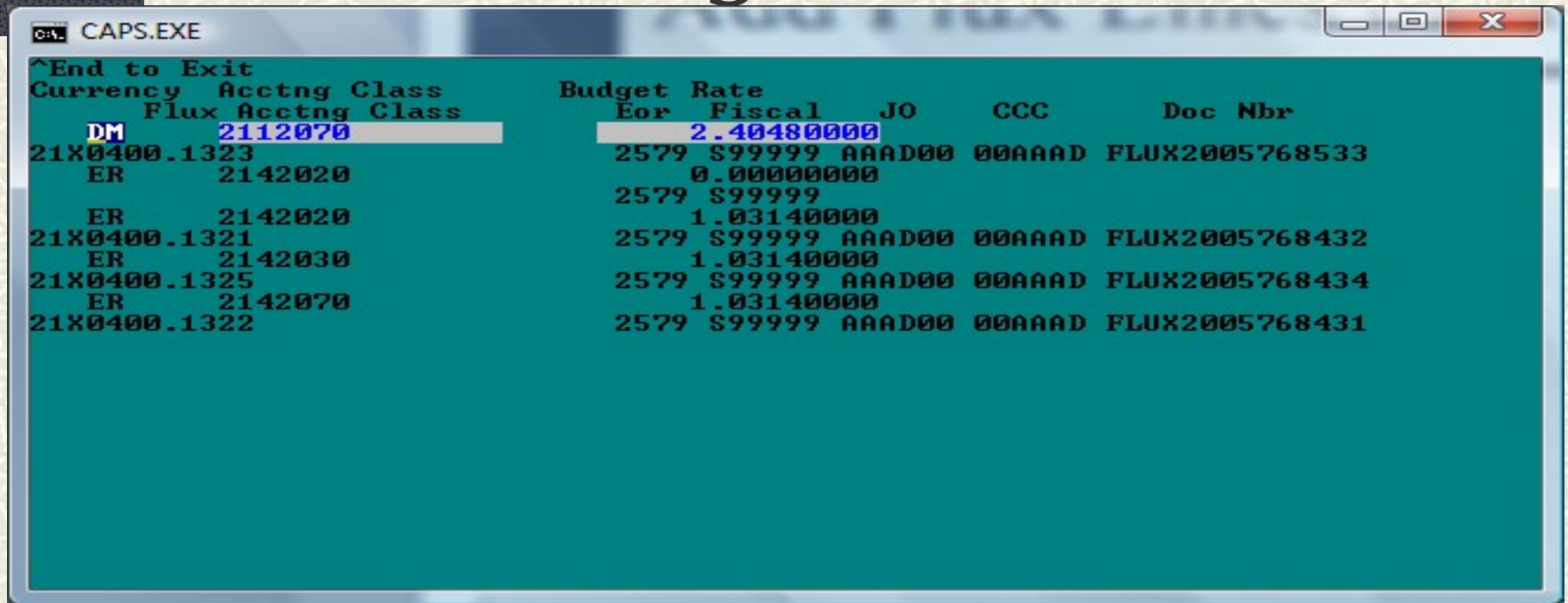
# Add Flux Lines of Accounting



- Because Foreign Currencies fluctuate on a Daily Basis, a Flux line must be loaded.
- The flux lines are issued by CENTCOM C8, and only apply for CENTCOM funded contracts.



# Add Flux Lines of Accounting



Currency	Acctng Class	Flux	Acctng Class	Budget Rate	Eor	Fiscal	JO	CCC	Doc Nbr
DM	2112070	2.40480000							
21X0400.1323				2579	S99999	AAAD00	00AAAD	FLUX2005768533	
ER	2142020			0.00000000					
				2579	S99999				
ER	2142020			1.03140000					
21X0400.1321				2579	S99999	AAAD00	00AAAD	FLUX2005768432	
ER	2142030			1.03140000					
21X0400.1325				2579	S99999	AAAD00	00AAAD	FLUX2005768434	
ER	2142070			1.03140000					
21X0400.1322				2579	S99999	AAAD00	00AAAD	FLUX2005768431	

- This is the Flux line screen. If a new LoA must be added, do not type over an existing one. Enter a new record.
- Enter <CTRL+END> , then <Y> to add a new record.

# Add Flux Lines of Accounting

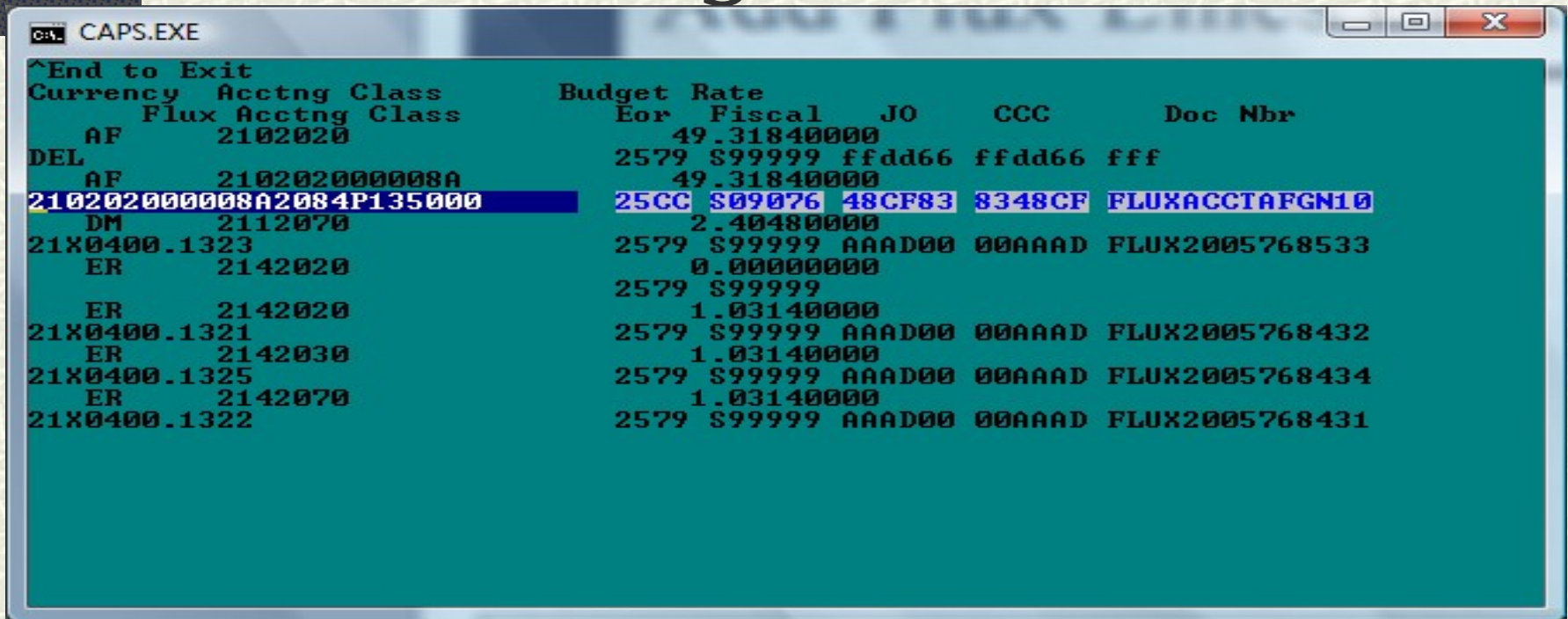
CAPS.EXE

^End to Exit

Currency	Acctng Class	Budget Rate					
Flux	Acctng Class	Eor	Fiscal	JO	CCC	Doc Nbr	
DM	2112070		2.40480000				
21X0400.1323		2579	\$99999	AAAD00	00AAAD	FLUX2005768533	
ER	2142020		0.00000000				
		2579	\$99999				
ER	2142020		1.03140000				
21X0400.1321		2579	\$99999	AAAD00	00AAAD	FLUX2005768432	
ER	2142030		1.03140000				
21X0400.1325		2579	\$99999	AAAD00	00AAAD	FLUX2005768434	
ER	2142070		1.03140000				
21X0400.1322		2579	\$99999	AAAD00	00AAAD	FLUX2005768431	
AF	2102020		49.31840000				
		2579	\$99999				

- Input the currency code that you are entering the Flux line for.
- The Accounting Class is the LoA's that the flux line is assigned to. This will be provided by C-8.
  - It is crucial that you input these correctly!! CAPS will assign the Flux line to payments by matching the first 15 characters of the LoA to what is entered.
  - The budget rate will be issued at the beginning of each FY

# Add Flux Lines of Accounting



Currency	Acctng Class	Budget Rate	Eor	Fiscal	JO	CCC	Doc Nbr
AF	2102020	49.31840000					
DEL		2579	S99999	ffdd66	ffdd66	fff	
AF	2102020000008A	49.31840000					
2102020000008A2084P135000		25CC	S09076	48CF83	8348CF	FLUXACCTAFGN10	
DM	2112070	2.40480000					
21X0400.1323		2579	S99999	AAAD00	00AAAD	FLUX2005768533	
ER	2142020	0.00000000					
		2579	S99999				
ER	2142020	1.03140000					
21X0400.1321		2579	S99999	AAAD00	00AAAD	FLUX2005768432	
ER	2142030	1.03140000					
21X0400.1325		2579	S99999	AAAD00	00AAAD	FLUX2005768434	
ER	2142070	1.03140000					
21X0400.1322		2579	S99999	AAAD00	00AAAD	FLUX2005768431	

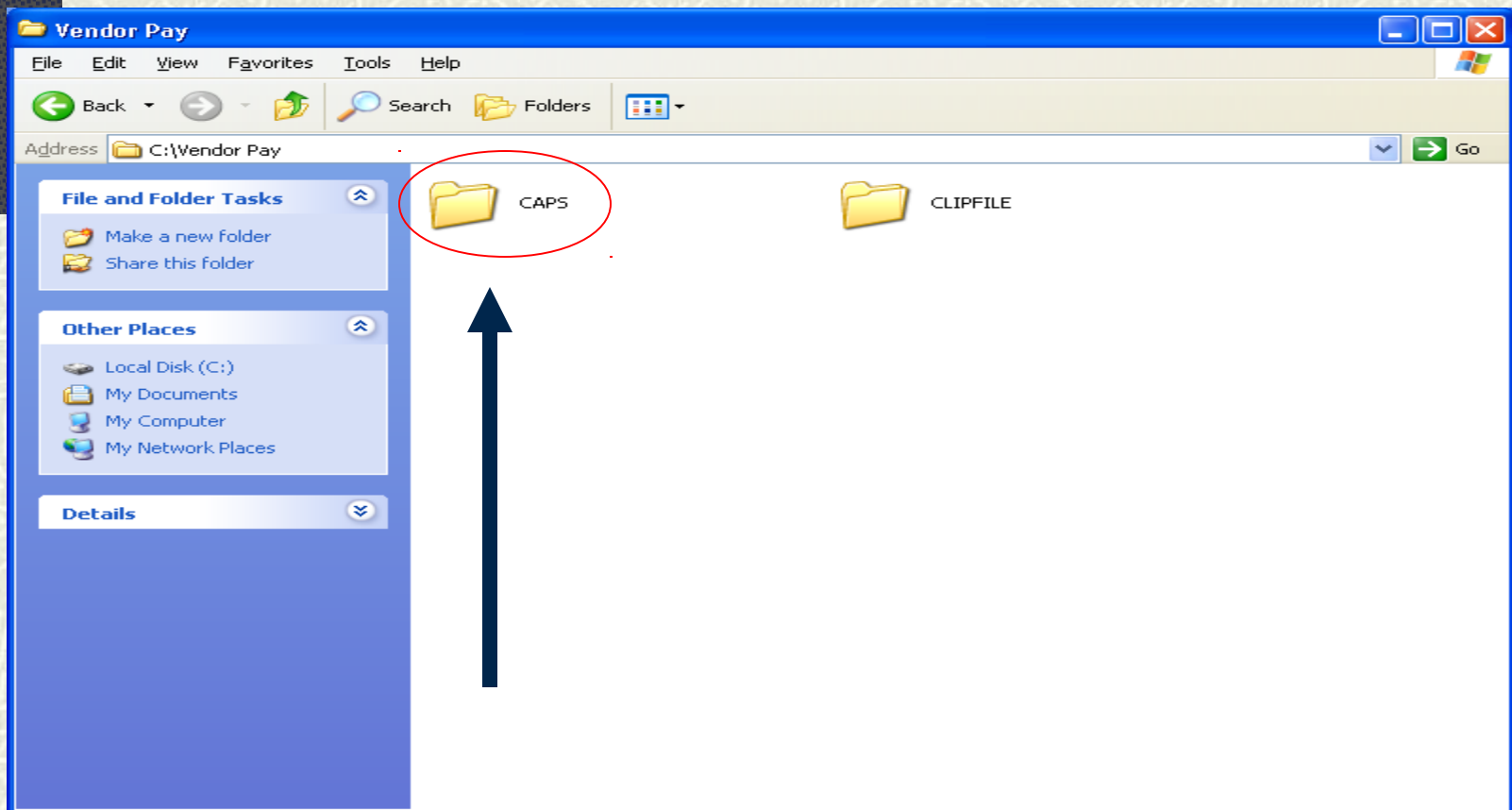
- The Flux Line of Accounting information that is entered must match what is provided by ARCEN. Currently the only authorized Flux Account is for FY 10 appropriations.
- Different Flux lines must be entered for each category of LoA. It is common to have 10 to 15 lines per Currency Code!



# System Back-up

---

- # It is imperative that CAPS-C is backed up daily.
  - # Failure to do so could cause a catastrophic loss of data.
  - # While CAPS-C has a backup utility, that is not the preferred method of backing up.
-



- Locate the CAPS folder on the Server**
- Copy this entire folder, and paste it to a different drive than the one it is currently on. This will back-up the entire CAPS-C database.**
- If you have to restore your database, then just copy that CAPS folder and paste it back to the server drive. Run**



Hi!



# Module 7

---

## UserID and Password Maintenance

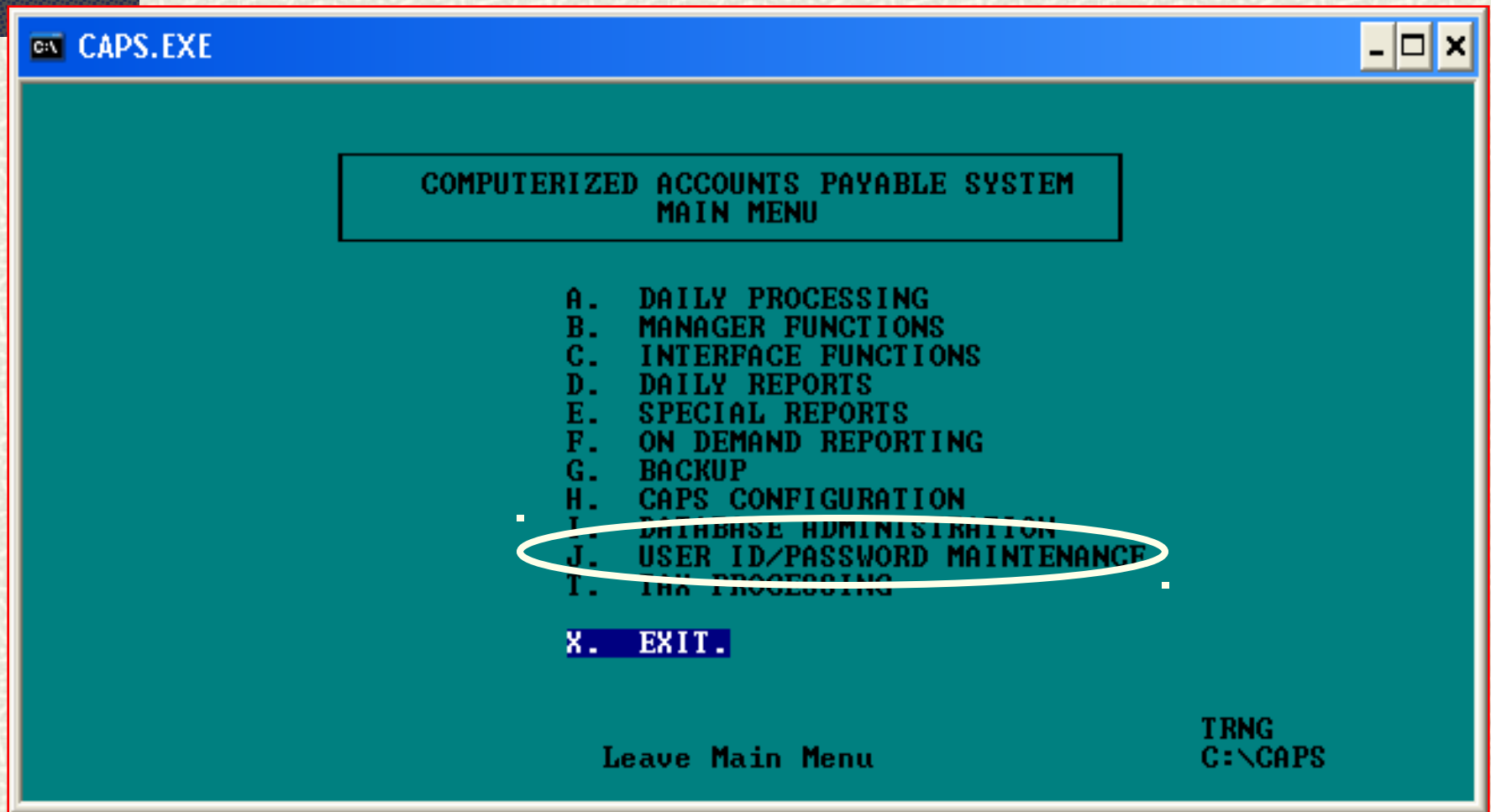
---

# UserID/ Password – cont'd

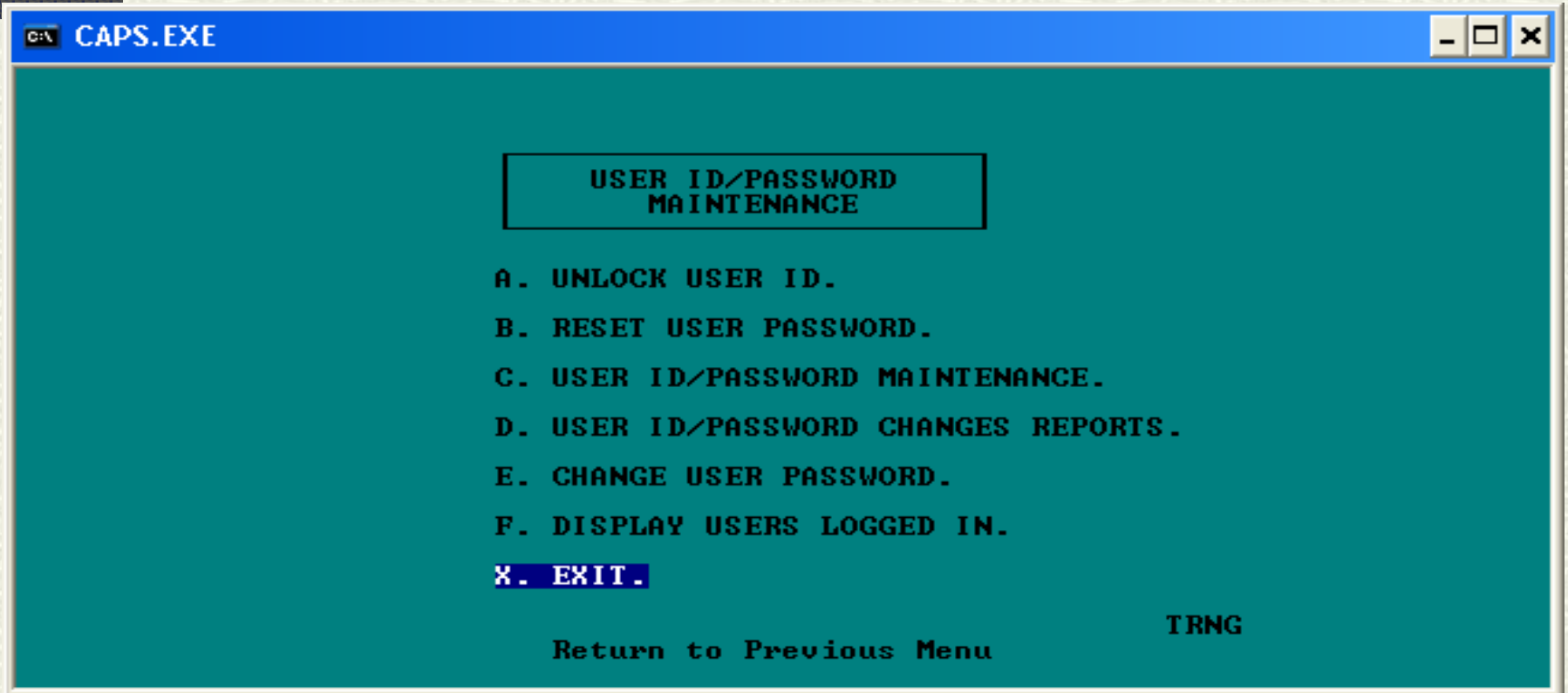
---

- # There are 3 different levels a user can have for UserID and Password Maintenance:
    - Level 1
      - Users can change their own password.
    - Level 2
      - Users can unlock UserIDs and reset passwords.
    - Level 3
      - Users can create new UserIDs.
      - Users can grant system access rights.
-

# UserID/ Password Maint. – cont'd



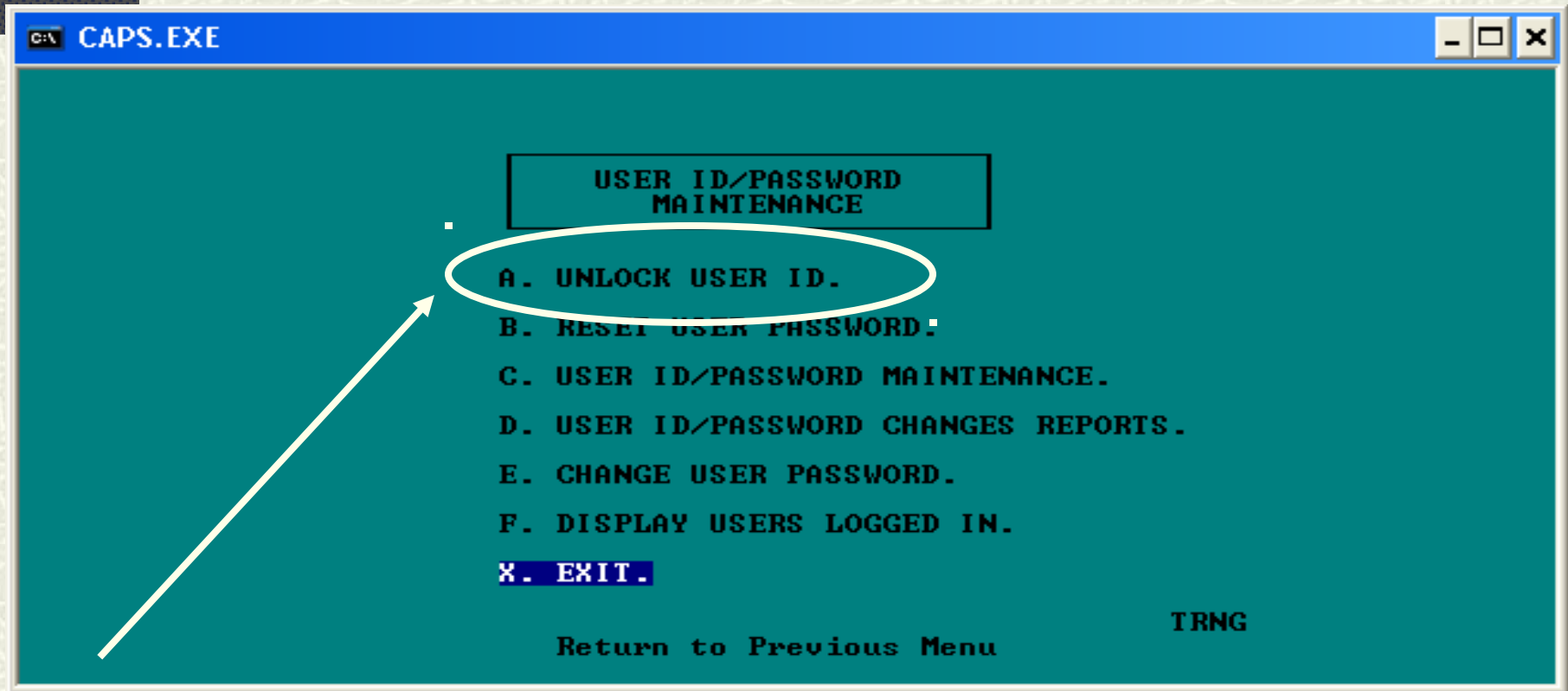
# UserID/ Password Maint. – cont'd



**This is the main menu for UserID/ Password Maintenance.**



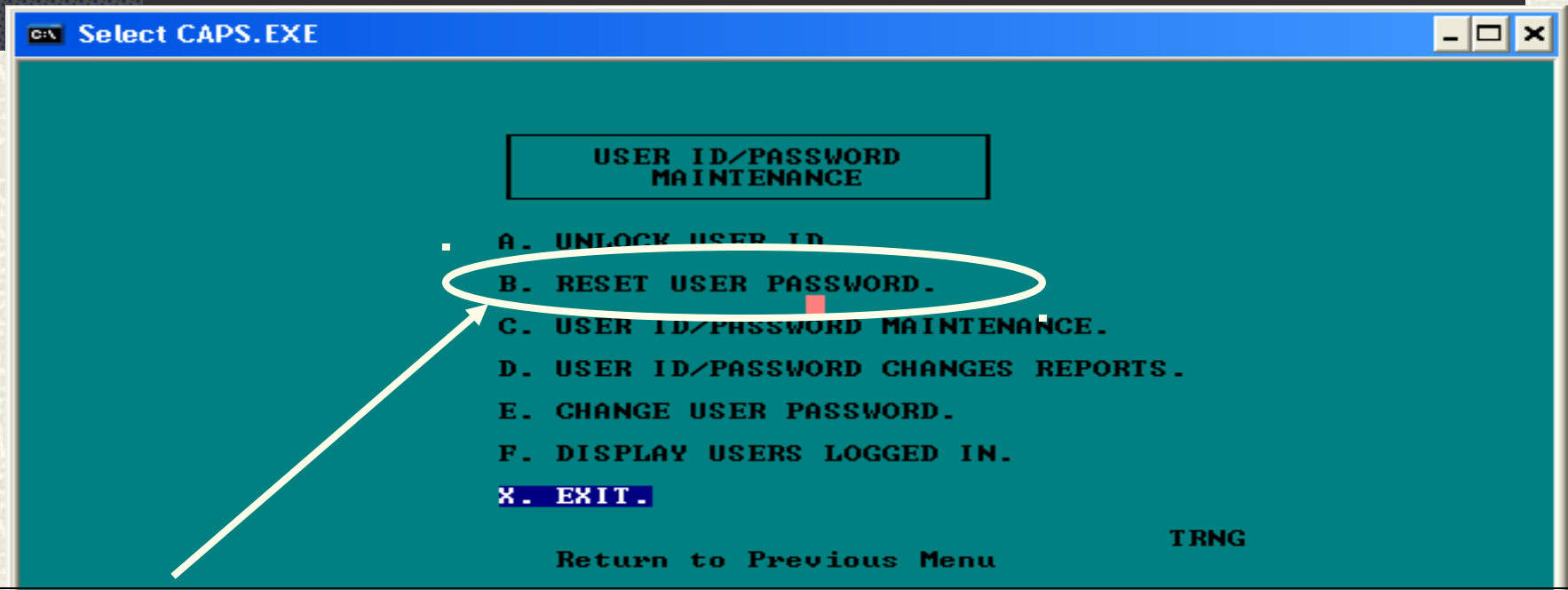
# Unlock UserID



If someone exits CAPS-C incorrectly, their UserID will be locked.

In order for them to log-in, use the Unlock UserID option. Enter the desired UserID, and the system will unlock.

# Reset User Password



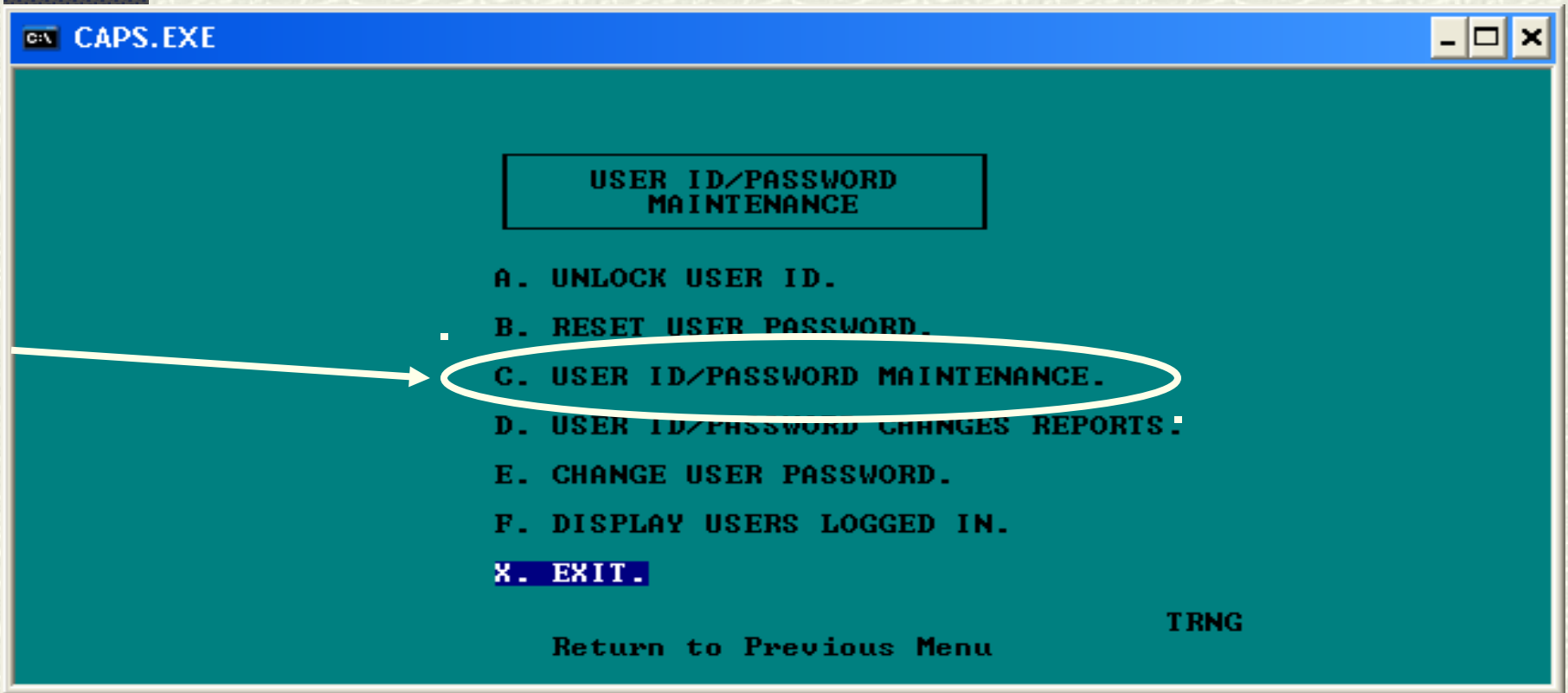
**If someone forgets their password, or their password does not work, use the Reset User Password.**

**Enter the UserID, and the system will automatically reset the password to NEWUSER**

\*\*\*If a user enters the wrong password three consecutive times, their UserID will be locked, and they will not be able to access CAPS-C\*\*\*

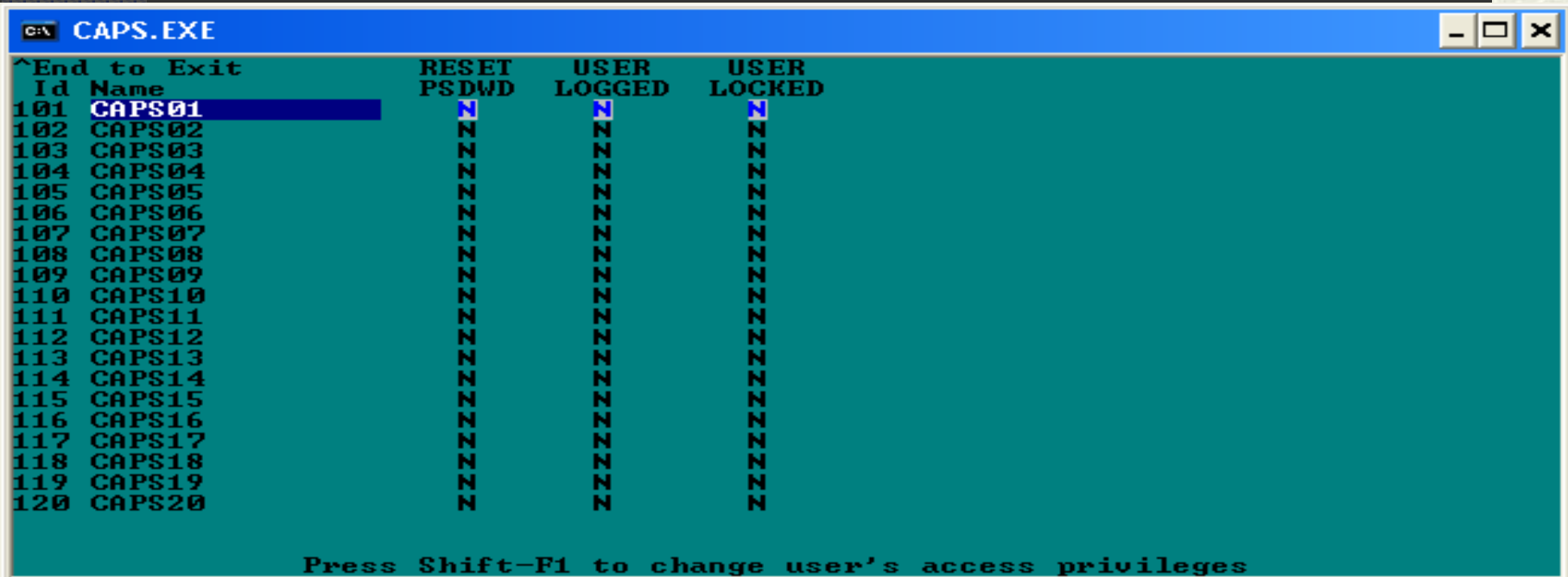
In order to rectify, you must first Unlock the UserID, and then Reset the User Password

# UserID/ Password Maintenance



**This option displays a list of all UserIDs that have been created within CAPS.**

# UserID/ Password Maint. - cont'd



The screenshot shows a DOS-style window titled "CAPS.EXE" with a teal background. It displays a table of user accounts. The first column is labeled "Id" and the second "Name". The third column is "RESET PSDWD" and the fourth is "USER LOGGED". The fifth column is "USER LOCKED". The first row, ID 101, is highlighted with a blue bar. Below the table, a message reads "Press Shift-F1 to change user's access privileges".

Id	Name	RESET PSDWD	USER LOGGED	USER LOCKED
101	CAPS01	N	N	N
102	CAPS02	N	N	N
103	CAPS03	N	N	N
104	CAPS04	N	N	N
105	CAPS05	N	N	N
106	CAPS06	N	N	N
107	CAPS07	N	N	N
108	CAPS08	N	N	N
109	CAPS09	N	N	N
110	CAPS10	N	N	N
111	CAPS11	N	N	N
112	CAPS12	N	N	N
113	CAPS13	N	N	N
114	CAPS14	N	N	N
115	CAPS15	N	N	N
116	CAPS16	N	N	N
117	CAPS17	N	N	N
118	CAPS18	N	N	N
119	CAPS19	N	N	N
120	CAPS20	N	N	N

Press Shift-F1 to change user's access privileges

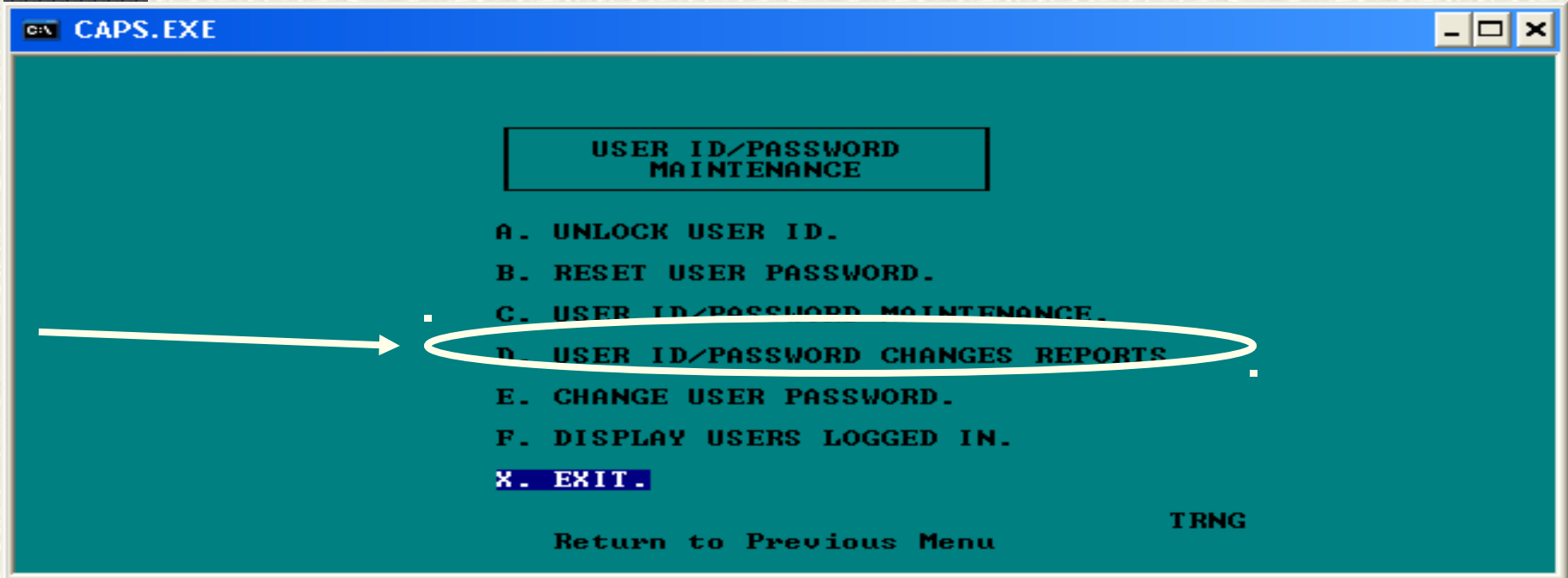
Once a UserID is created, it can never be deleted.

If a user no longer needs access to CAPS, place a <Y> in User Locked.

This will prevent that UserID from being able Logon.

Managers have the ability to require passwords to be reset

# UserID Changes Reports

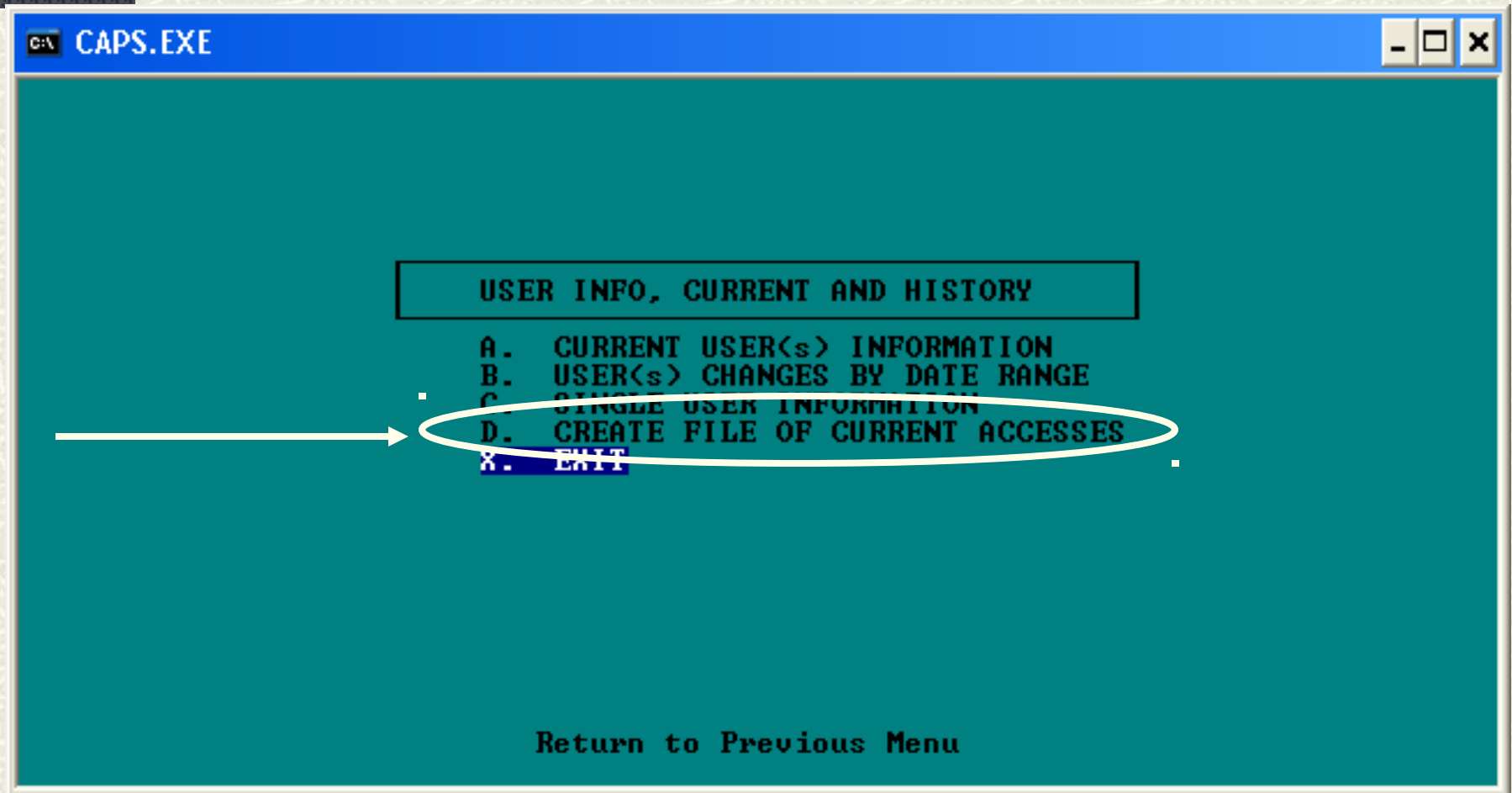


**The UserID/ Password Changes Reports will print a report of all changes that were made to any UserIDs or Passwords. A report can also be printed of the current accesses for all UserIDs.**

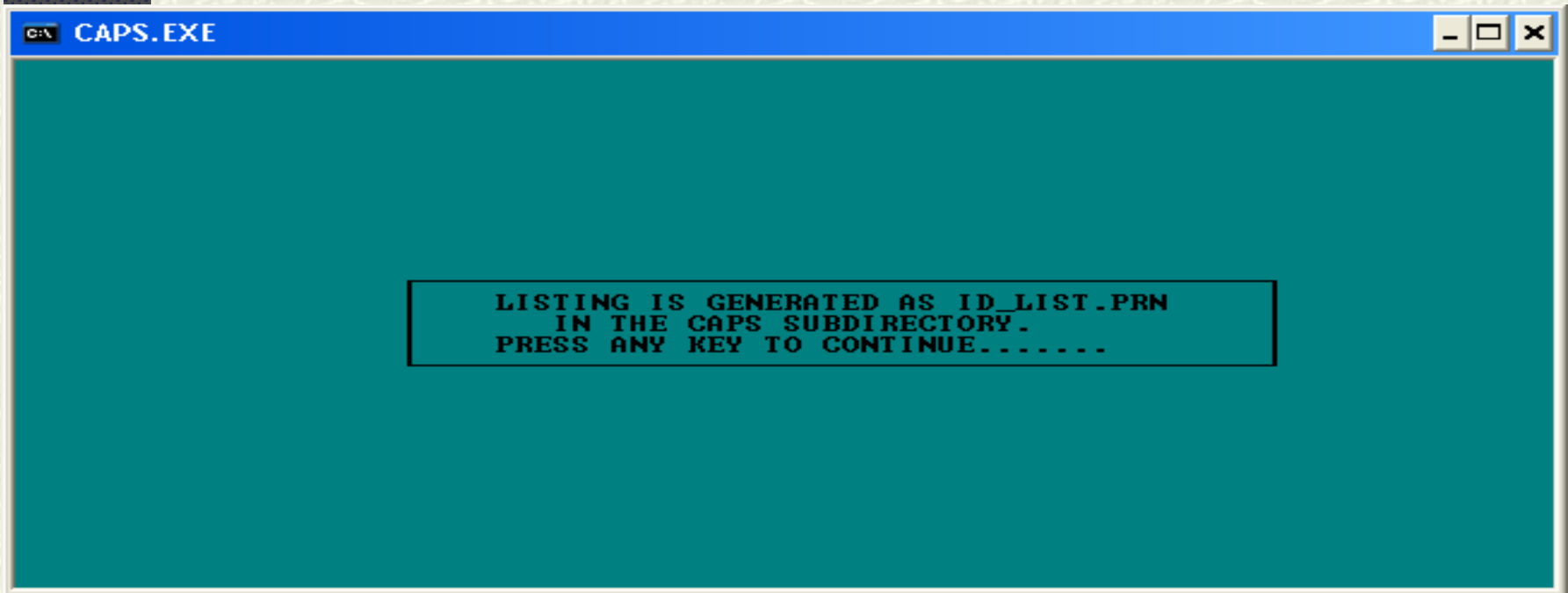
**\*\*This is a valuable tool for ensuring that Internal Controls are in place, preventing Fraud, Waste, and Abuse\*\***



# UserID Changes Reports – cont'd



# UserID Changes Reports

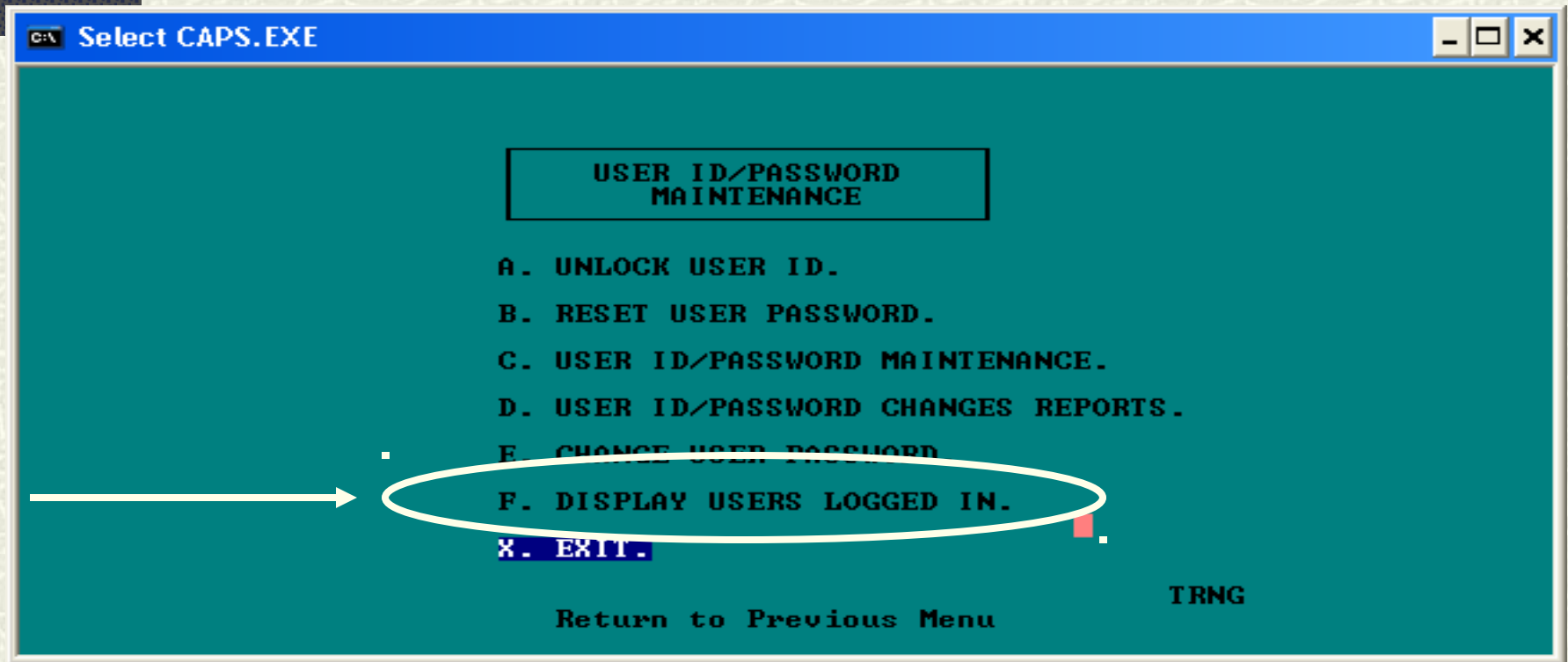


**Once this screen appears, go to the drive where the CAPS database is stored.**

**Open the CAPS folder, and locate the file that is named ID\_LIST.PRN**

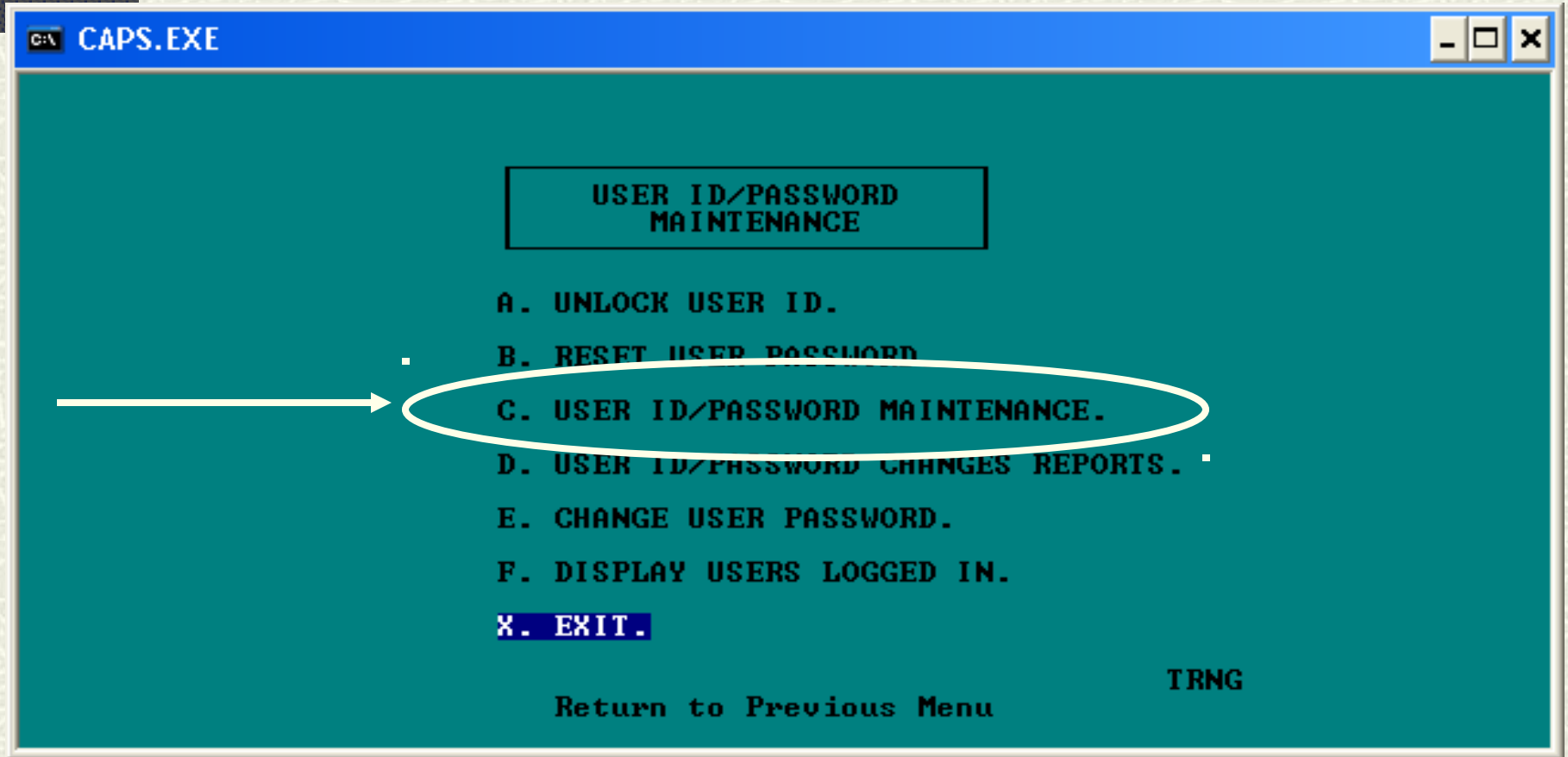
**Right-Click on the file, and select Open-With  
Choose Notepad as the program to open the file.**

# Display Users Logged In

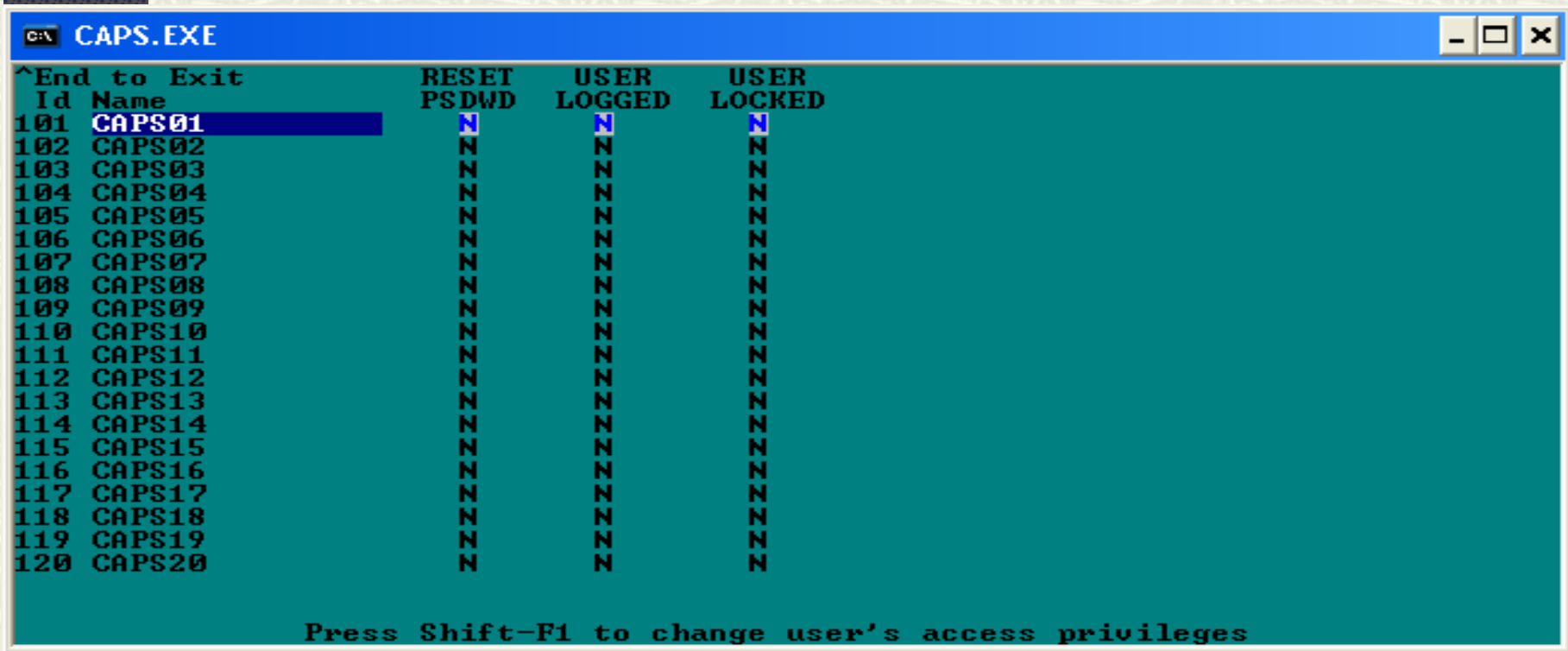


**Use this option to identify all Users that are logged into CAPS.  
\*\*\*Prior to running any reports, backing up the database, or  
running the Disbursing Interface, you must ensure that all users  
are logged out of CAPS.\*\*\***

# Create a New UserID/ Change Access



# Create New UserID/ Change Access – cont'd



The screenshot shows a DOS-style window titled "CAPS.EXE". Inside, there is a table with four columns: "Id", "Name", "RESET PSDWD", "USER LOGGED", and "USER LOCKED". The first row, ID 101, is highlighted. The "Name" column contains names like CAPS01, CAPS02, etc. The "RESET PSDWD", "USER LOGGED", and "USER LOCKED" columns contain 'N' or 'Z'. At the bottom of the window, a message says "Press Shift-F1 to change user's access privileges".

Id	Name	RESET PSDWD	USER LOGGED	USER LOCKED
101	CAPS01	N	N	N
102	CAPS02	N	N	N
103	CAPS03	N	N	N
104	CAPS04	N	N	N
105	CAPS05	N	N	N
106	CAPS06	N	N	N
107	CAPS07	N	N	N
108	CAPS08	N	N	N
109	CAPS09	N	N	N
110	CAPS10	N	N	N
111	CAPS11	N	N	N
112	CAPS12	N	N	N
113	CAPS13	N	N	N
114	CAPS14	N	N	N
115	CAPS15	N	N	N
116	CAPS16	N	N	N
117	CAPS17	N	N	N
118	CAPS18	N	N	N
119	CAPS19	N	N	N
120	CAPS20	N	N	N

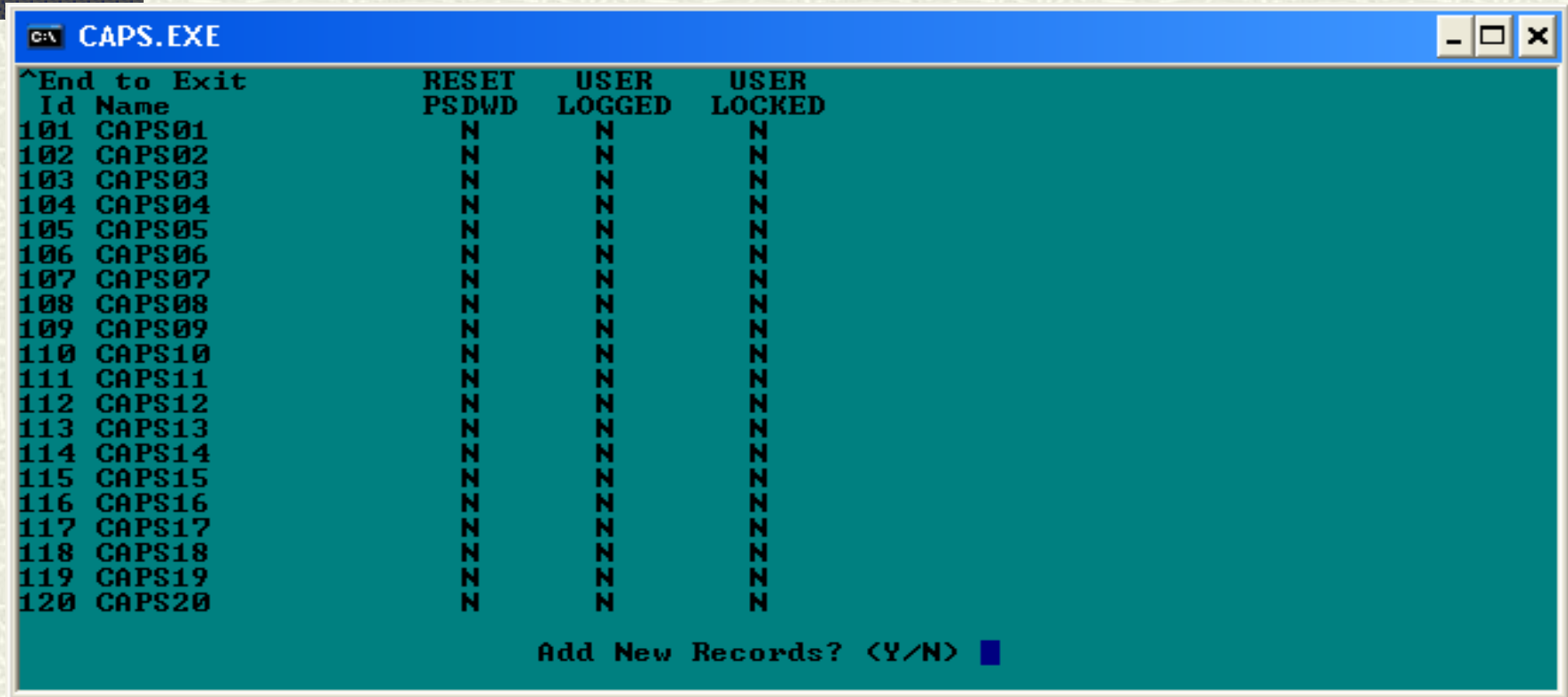
Press Shift-F1 to change user's access privileges

To change access for existing UserID, highlight the desired ID, and then press <SHIFT+F1>

To create a new UserID, press <CTRL+END>



# Create New UserID/ Change Access – cont'd



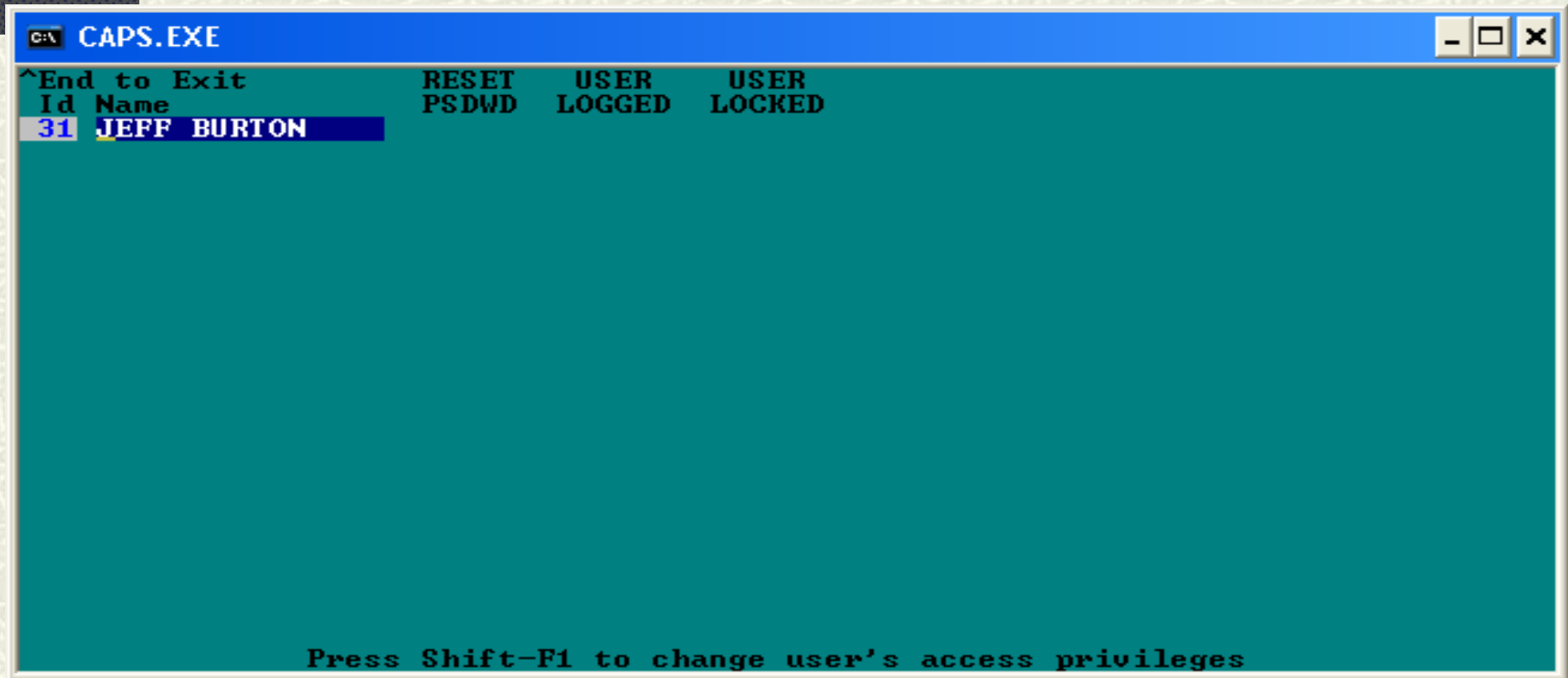
The screenshot shows a DOS-style application window titled "CAPS.EXE". The window contains a table with four columns: "Id", "Name", "RESET PSDWD", "USER LOGGED", and "USER LOCKED". The table lists 20 records, each with an ID from 101 to 120 and a name starting with "CAPS". All values in the last three columns are "N". At the bottom of the window, there is a prompt "Add New Records? <Y/N>" followed by a blue cursor.

Id	Name	RESET PSDWD	USER LOGGED	USER LOCKED
101	CAPS01	N	N	N
102	CAPS02	N	N	N
103	CAPS03	N	N	N
104	CAPS04	N	N	N
105	CAPS05	N	N	N
106	CAPS06	N	N	N
107	CAPS07	N	N	N
108	CAPS08	N	N	N
109	CAPS09	N	N	N
110	CAPS10	N	N	N
111	CAPS11	N	N	N
112	CAPS12	N	N	N
113	CAPS13	N	N	N
114	CAPS14	N	N	N
115	CAPS15	N	N	N
116	CAPS16	N	N	N
117	CAPS17	N	N	N
118	CAPS18	N	N	N
119	CAPS19	N	N	N
120	CAPS20	N	N	N

Add New Records? <Y/N> █

Enter <Y> to add a new record

# Create New UserID/ Change Access – cont'd



The screenshot shows a window titled "CAPS.EXE" with a teal background. At the top left, it says "^End to Exit". Below this is a table with the following columns: "Id", "Name", "RESET PSDWD", "USER LOGGED", and "USER LOCKED". The first row of the table is highlighted in blue and contains the text "31 JEFF BURTON". At the bottom of the window, it says "Press Shift-F1 to change user's access privileges".

Id	Name	RESET PSDWD	USER LOGGED	USER LOCKED
31	JEFF BURTON			

**Enter the new UserID to be assigned, and then press enter.  
Next enter the name of User .  
Press <ENTER>**

# Create New UserID/ Change Access – cont'd

C:\ CAPS.EXE

^End to Exit  
Id Name Access for 31

31 JEFF BURT

Daily Processing					
RECU FUNCTIONS	N	VOUCHER PREP	N	INQUIRY	N
ENTER PO	N	COMPUTE	N	INQUIRY	N
ENTER MOD	N	AUDIT PAYMENTS	N	RECONCILE PO	N
PRINT LABELS	N	PRINT VOUCHER	N	PO INQ REPORT	N
ENTER INU	N	ALTER PAYMENT	N	NON-SYSTEMS	N
ENTER RR	N	DELETE/RECALL	N	TL ENTRY	N
ENTER DOU	N	RCU CARE/GTS FILES	N	INT PENALTY	N
		CARE/GTS INVOICES	N		

Tax Processing		Manager		Other	
TAX MAINT	N	MANAGER	N	INTERFACE	N
ADD TAX DATA	N	CHANGE LOCAL	N	DAILY REPORTS	N
DEL TAX DATA	N	PACK DATABASES	N	SPECIAL REPORTS	N
EDIT TAX DATA	N	DATATABLE MAINT	N	ON DEMAND RPTS	N
RECONCILE TAXS	N	ID/PSWD MAINT	N	BACKUP	N
TAX REPORTS	N	UNLOCK USERID	N	DB ADMIN	N
				SYS CONFIG	N
				USER COLORS	N

UPIS EXTRACT	N	REMIT TO ADDRESS	N
		EFT INFORMATION	N

You will next be taken to the screen where you can assign different accesses for that UserID by entering <Y> in each desired entry.

After going through each option, press <Enter> to complete the entry.

# Create New UserID/ Change Access – cont'd

C:\ CAPS.EXE

^End to Exit  
Id Name

31 JEFF BURT

Access for 31

Daily Processing		INQUIRY		
RECU FUNCTIONS	Y	UOUCHER PREP	Y	
ENTER PO	Y	COMPUTE	N	
ENTER MOD	Y	AUDIT PAYMENTS	N	
PRINT LABELS	Y	PRINT VOUCHER	Y	
ENTER INU	Y	ALTER PAYMENT	N	
ENTER RR	Y	DELETE/RECALL	N	
ENTER DOU	Y	RCU CARE/GTS FILES	N	
		CARE/GTS INVOICES	N	
			INQUIRY	Y
			INQUIRY	Y
			RECONCILE PO	Y
			PO INQ REPORT	Y
			NON-SYSTEMS	Y
			TL ENTRY	Y
			INT PENALTY	Y

Tax Processing		Manager		Other	
TAX MAINT	N	MANAGER	N	INTERFACE	N
ADD TAX DATA	N	CHANGE LOCAL	N	DAILY REPORTS	N
DEL TAX DATA	N	PACK DATABASES	N	SPECIAL REPORTS	N
EDIT TAX DATA	N	DATATABLE MAINT	N	ON DEMAND RPTS	N
RECONCILE TAXS	N	ID/PSWD MAINT	N	BACKUP	N
TAX REPORTS	N	UNLOCK USERID	N	DB ADMIN	N
				SYS CONFIG	N
				USER COLORS	N
UPIS EXTRACT	N	REMIT TO ADDRESS	N		
		EFT INFORMATION	N		

Example of Basic User Profile, with needed and limited entry.

# Create New UserID/ Change Access - cont'd

C:\ CAPS.EXE

^End to Exit  
Id Name

31 JEFF BURT

Access for 31

Daily Processing		Daily Processing		Daily Processing	
RECU FUNCTIONS	Y	VOUCHER PREP	Y	INQUIRY	Y
ENTER PO	N	COMPUTE	N	INQUIRY	Y
ENTER MOD	N	AUDIT PAYMENTS	Y	RECONCILE PO	Y
PRINT LABELS	N	PRINT VOUCHER	Y	PO INQ REPORT	Y
ENTER INU	N	ALTER PAYMENT	Y	NON-SYSTEMS	Y
ENTER RR	N	DELETE/RECALL	Y	TL ENTRY	Y
ENTER DOU	Y	RCU CARE/GTS FILES	N	INT PENALTY	Y
		CARE/GTS INVOICES	N		

Tax Processing		Manager		Other	
TAX MAINT	Y	MANAGER	N	INTERFACE	N
ADD TAX DATA	Y	CHANGE LOCAL	N	DAILY REPORTS	Y
DEL TAX DATA	Y	PACK DATABASES	N	SPECIAL REPORTS	Y
EDIT TAX DATA	Y	DATATABLE MAINT	N	ON DEMAND RPTS	Y
RECONCILE TAXS	Y	ID/PSWD MAINT	N	BACKUP	Y
TAX REPORTS	Y	UNLOCK USERID	Y	DB ADMIN	N
				SYS CONFIG	N
UPIS EXTRACT	N	REMIT TO ADDRESS	Y	USER COLORS	N
		EFT INFORMATION	Y		

Example of Certifier/ Auditor Profile



# Create New UserID/ Change Access – cont'd

C:\ CAPS.EXE

^End to Exit

Id Name Access for 31

31 JEFF BURT

		Daily Processing		
101 CAPS01	RECU FUNCTIONS	Y	VOUCHER PREP	Y
102 CAPS02	ENTER PO	N	COMPUTE	N
103 CAPS03	ENTER MOD	N	AUDIT PAYMENTS	Y
104 CAPS04	PRINT LABELS	N	PRINT VOUCHER	Y
105 CAPS05	ENTER INU	N	ALTER PAYMENT	Y
106 CAPS06	ENTER RR	N	DELETE/RECALL	Y
107 CAPS07	ENTER DOU	Y	RCU CARE/GTS FILES	N
108 CAPS08			CARE/GTS INVOICES	N
109 CAPS09				
110 CAPS10				
111 CAPS11				
112 CAPS12				
113 CAPS13				
114 CAPS14				
115 CAPS15				
116 CAPS16				
117 CAPS17				
118 CAPS18				
119 CAPS19				

Tax Processing		Manager		Other	
101 CAPS01	TAX MAINT	Y	MANAGER	Y	INTERFACE
102 CAPS02	ADD TAX DATA	Y	CHANGE LOCAL	Y	DAILY REPORTS
103 CAPS03	DEL TAX DATA	Y	PACK DATABASES	Y	SPECIAL REPORTS
104 CAPS04	EDIT TAX DATA	Y	DATATABLE MAINT	Y	ON DEMAND RPTS
105 CAPS05	RECONCILE TAXS	Y	ID/PSWD MAINT	Y	BACKUP
106 CAPS06	TAX REPORTS	Y	UNLOCK USERID	Y	DB ADMIN
107 CAPS07					SYS CONFIG
108 CAPS08					USER COLORS
109 CAPS09					
110 CAPS10					
111 CAPS11					
112 CAPS12					
113 CAPS13					
114 CAPS14					
115 CAPS15					
116 CAPS16					
117 CAPS17					
118 CAPS18					
119 CAPS19					

Example of NCOIC/ Manager Profile

# Create New UserID/ Change Access – cont'd

---

- # Separation of duties will be assigned based on a few key factors:
    - # of Personnel in the section
    - # of payments processed on a regular basis
    - Local policies and procedures
  
  - # Ensure that at a minimum, at least 2 people are required to perform the full payment process, and no one person has access to all areas of CAPS-C.
-

Hi!



# Module 8

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Run  
Daily, Special, and On-Demand  
Reports  
As Necessary

---



# Reports

---

- # CAPS-C has multiple different types of reports that can be run to aid managers in identifying the status of various payments and outstanding issues.
  - # There are three different categories of reports that can be run within CAPS-C
    - Daily Reports
    - Special Reports
    - On-Demand Reports
-

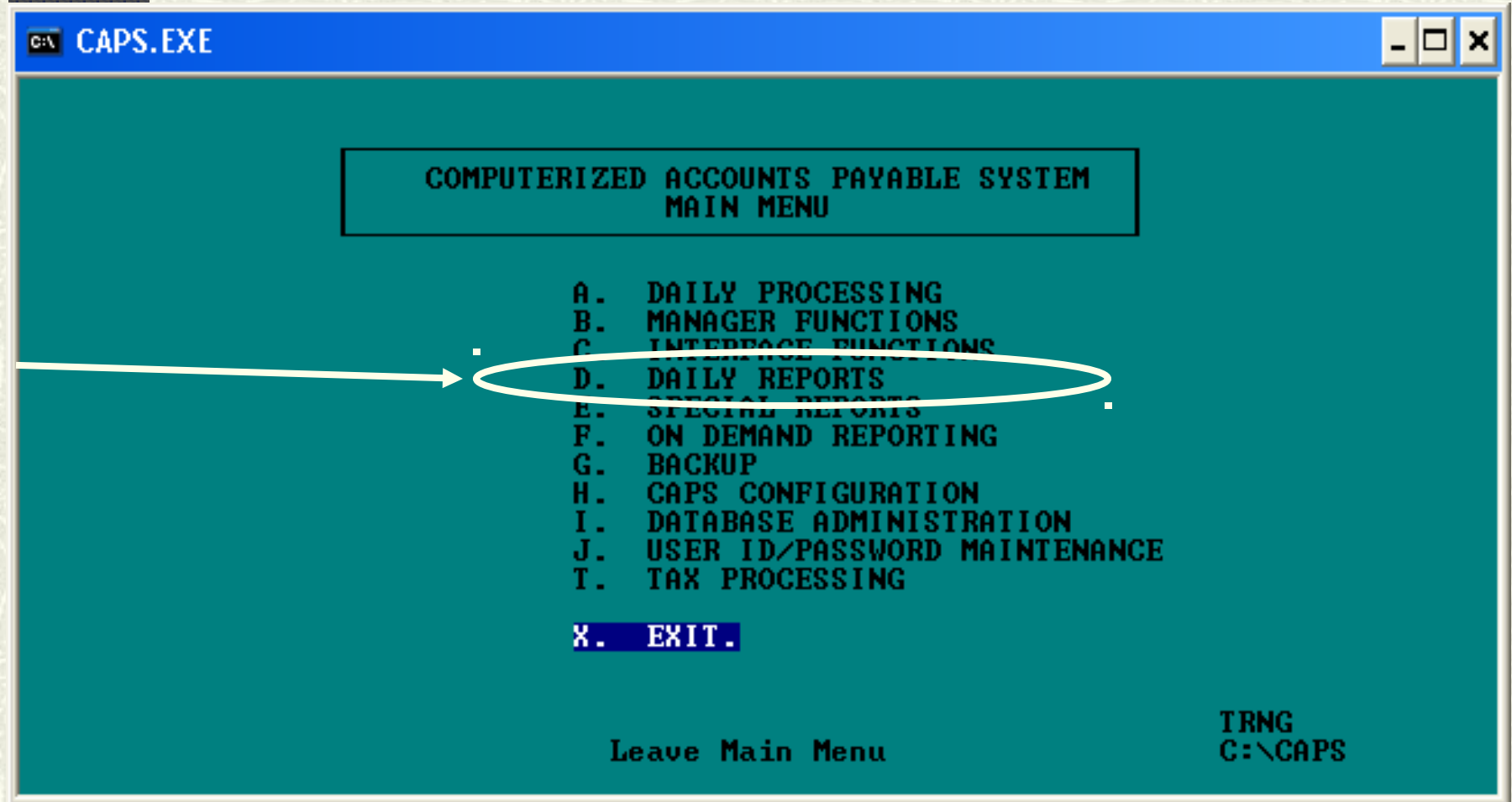


# Daily Reports

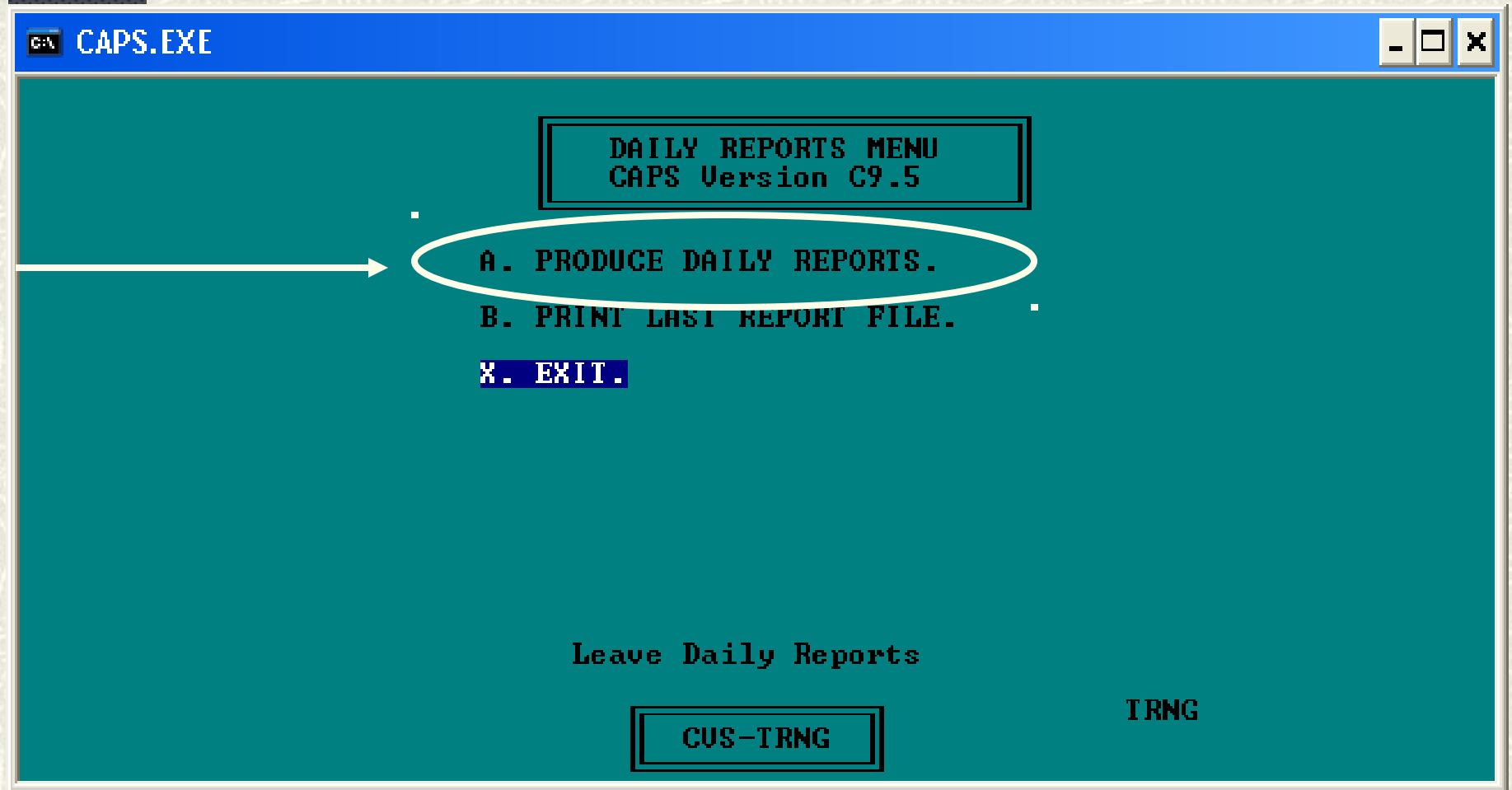
---

- # Daily Reports are crucial in the daily processing flow.
- # Running Daily Reports prepares the Disbursing TL for all documents that are being forwarded to Disbursing for payment.
- # Daily Reports also provide the manager with a list of all payments that were computed and paid for that day.
- # Running the report updates the payment status of all payments in CAPS-C.

# Daily Reports



# Daily Reports



# Daily Reports



Choose <Y> to have the report printed after the file is generated.

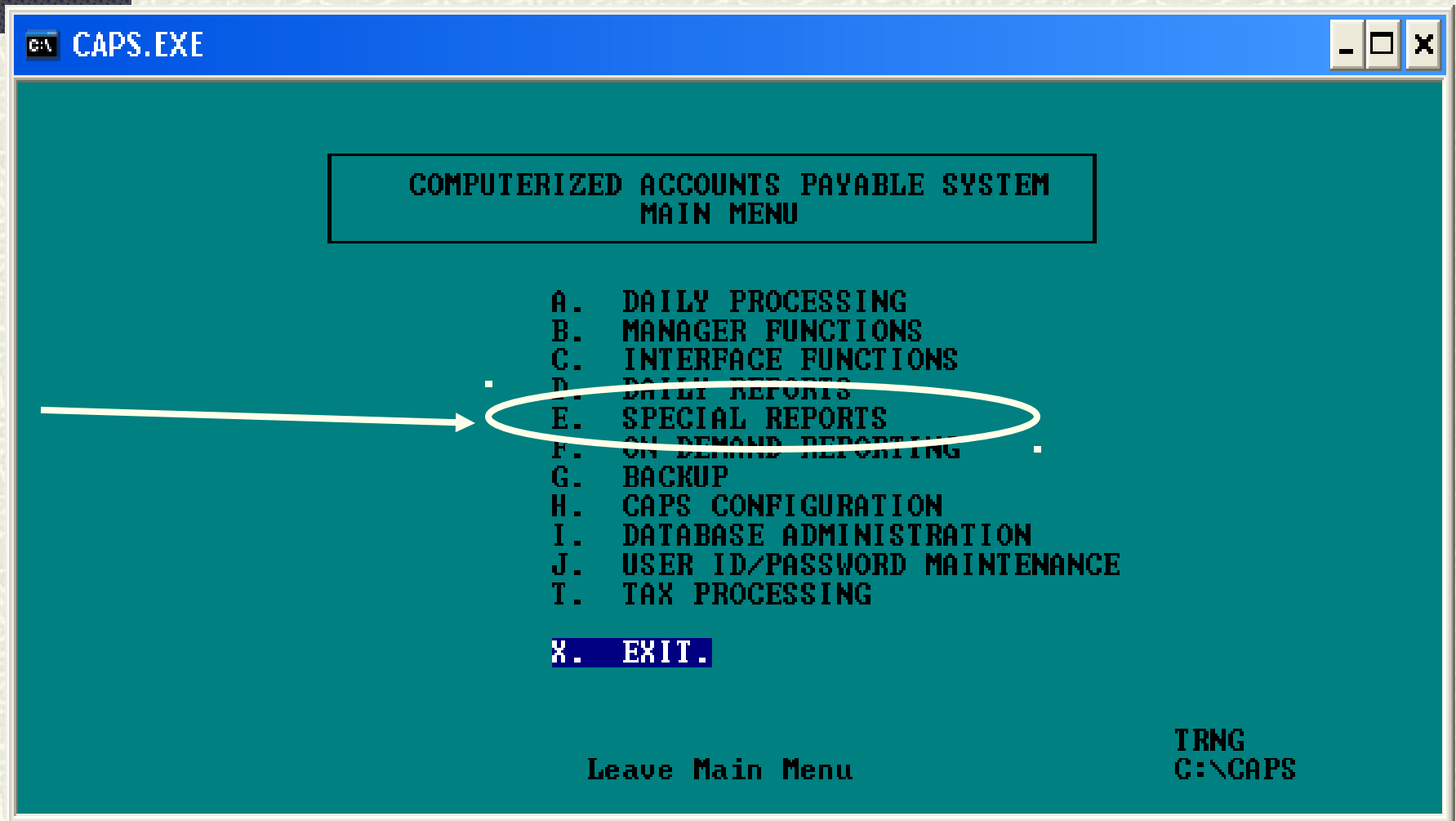
# Special Reports

---

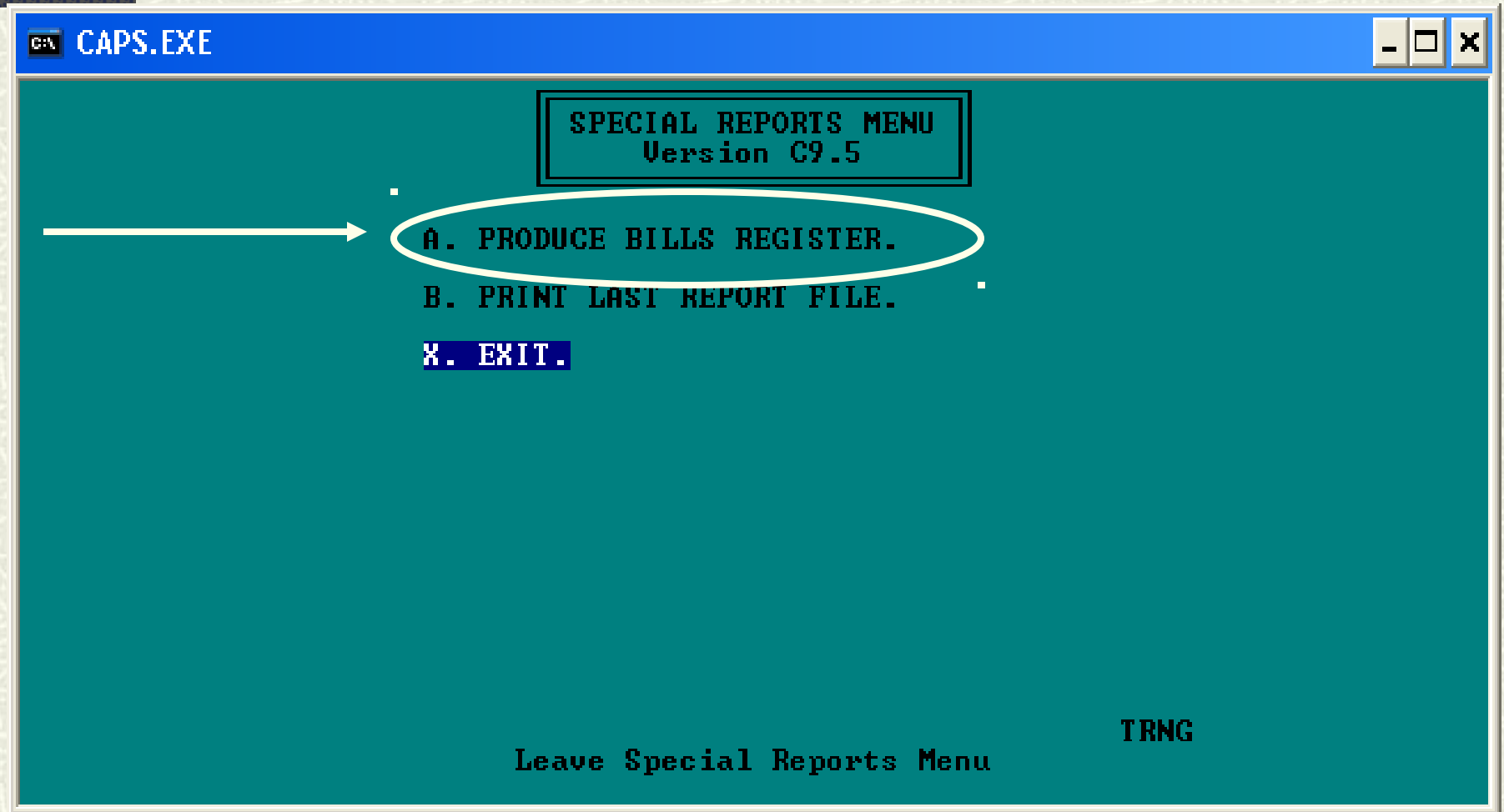
- # Special Reports allow the manager to print copies of the Bills Register Cards (BRCs) for all open contracts within CAPS-C that have had a final payment longer than the designated number of days.
  - # Printing this report is system and memory intensive, and should only be done when adequate time is available to let the system complete the process.
  - # Ensure that the database has been optimized and cleaned prior to running. Perform a back-up prior to running the report
-



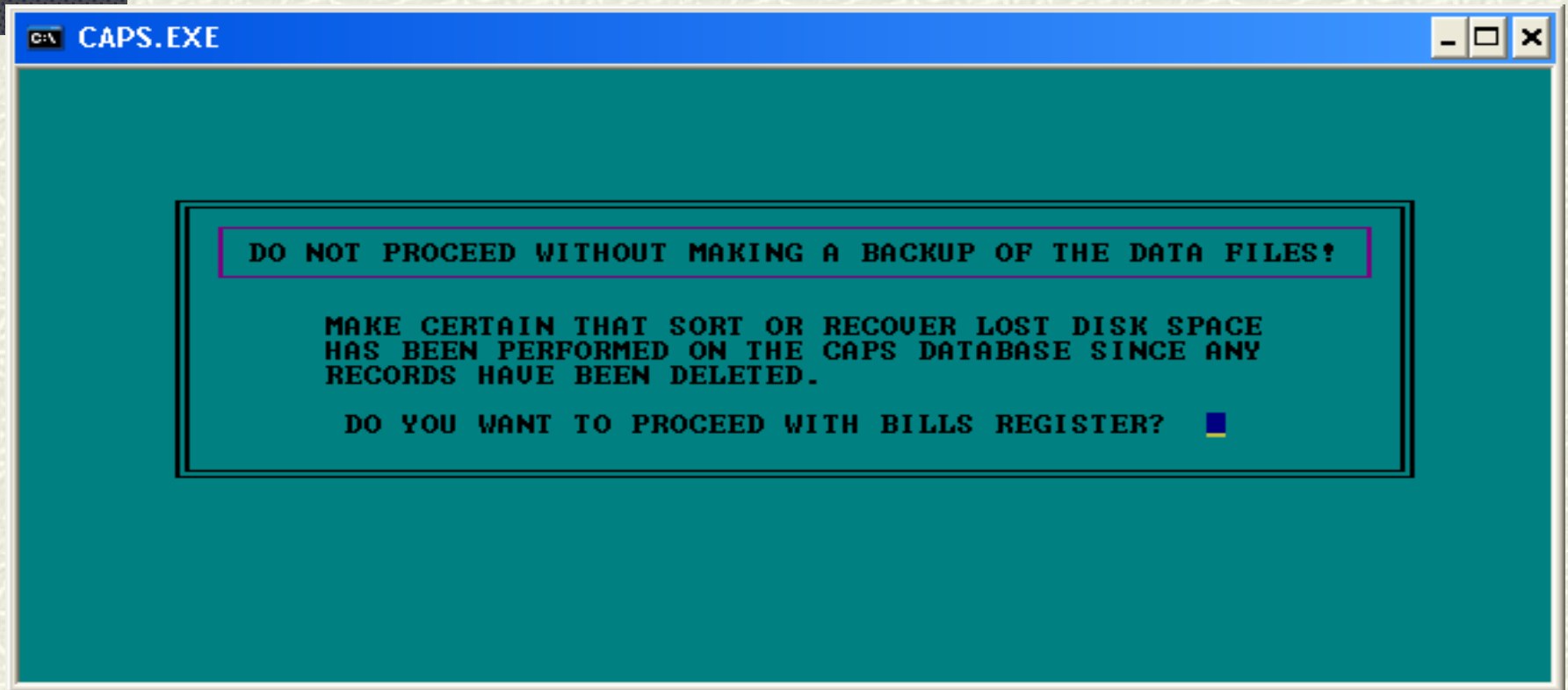
# Special Reports



# Special Reports

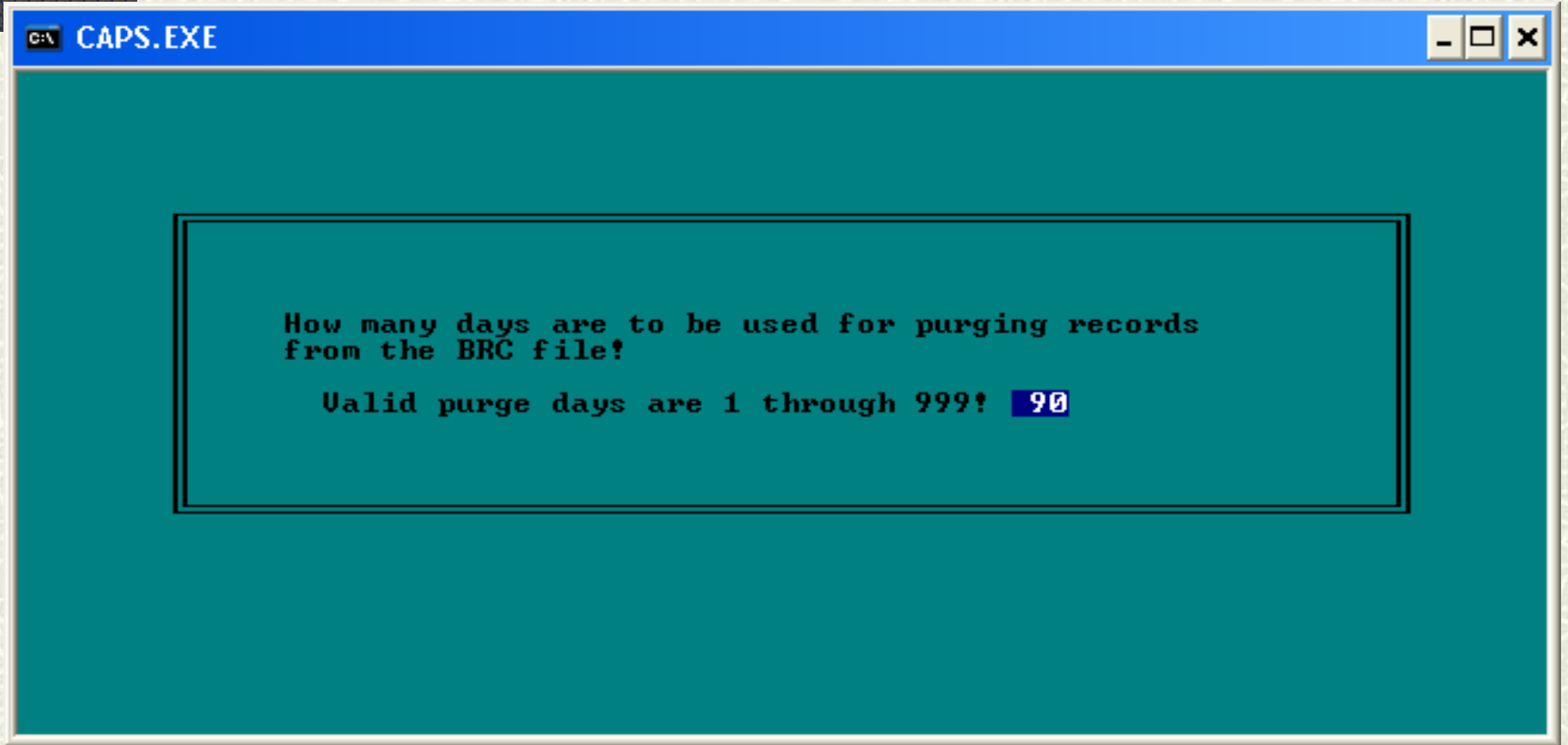


# Special Reports



Enter <Y> to proceed with running the report

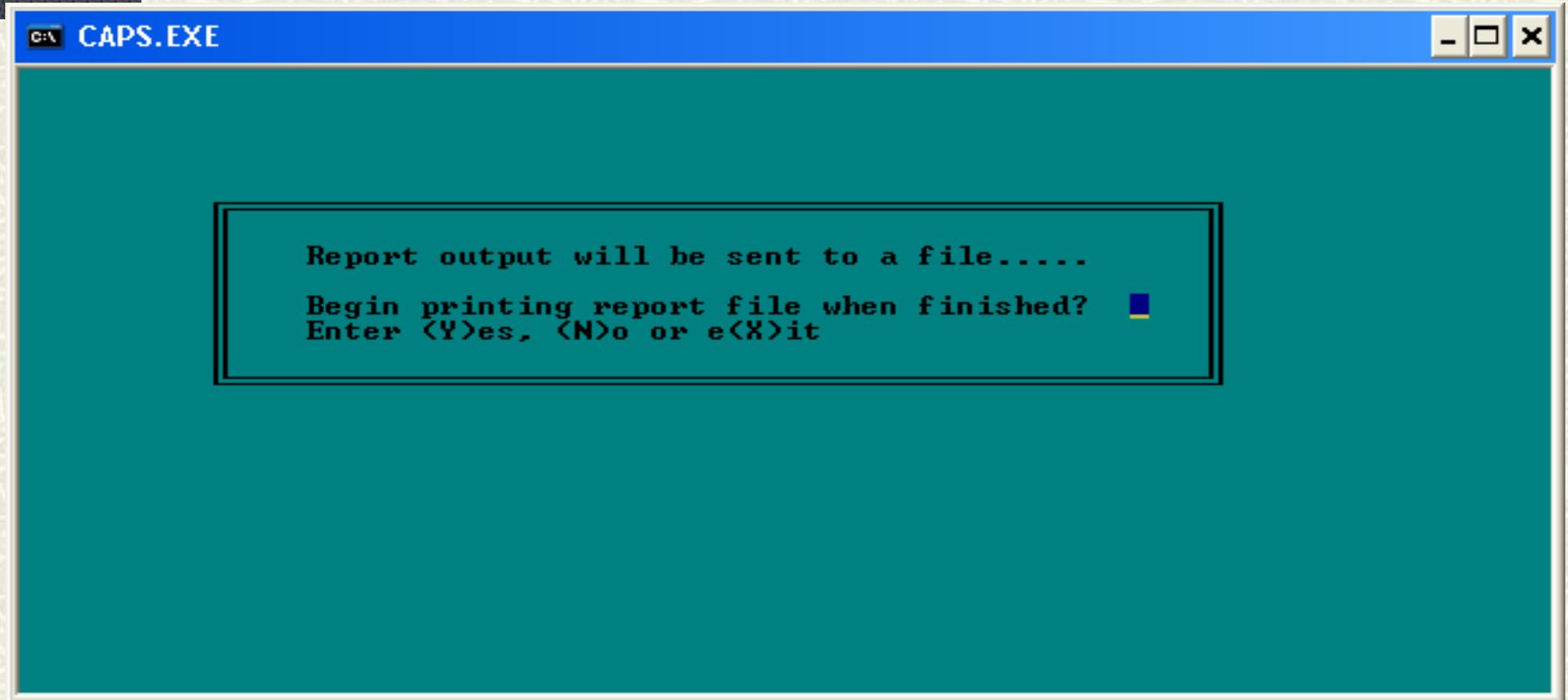
# Special Reports



90 days is the system default.

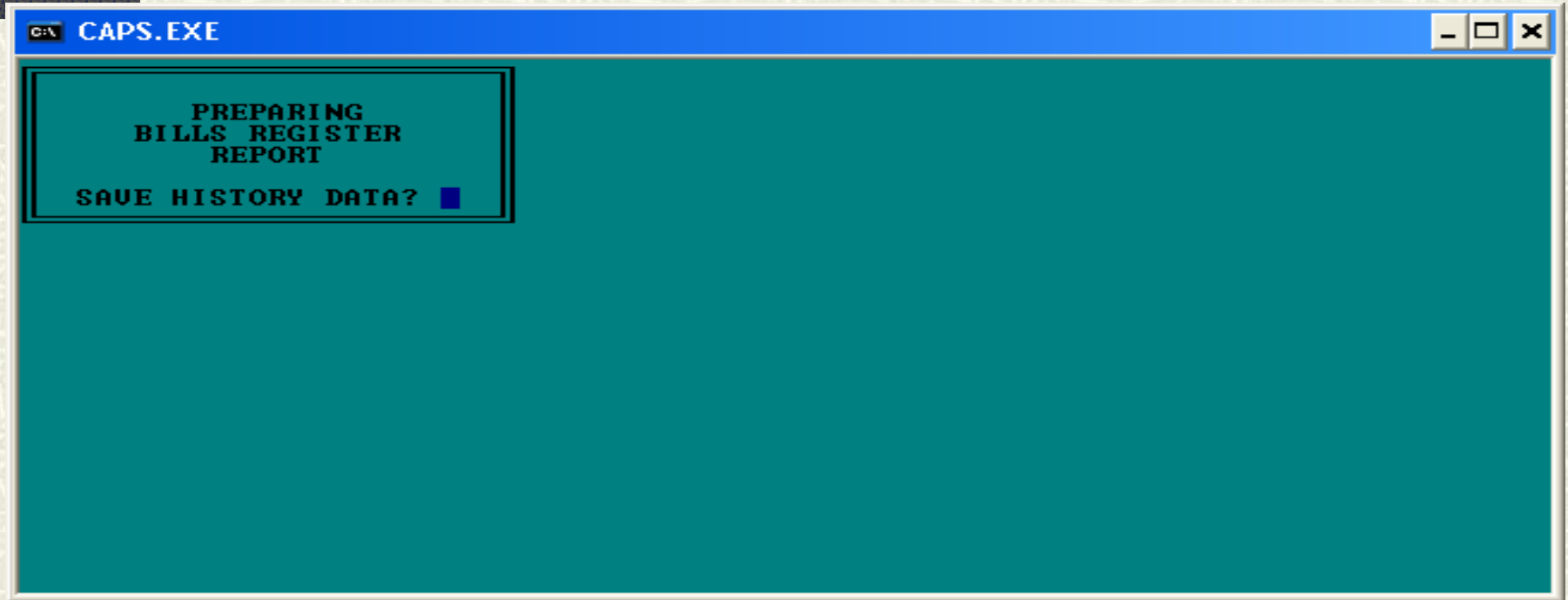
Enter desired days and press <ENTER>

# Special Reports



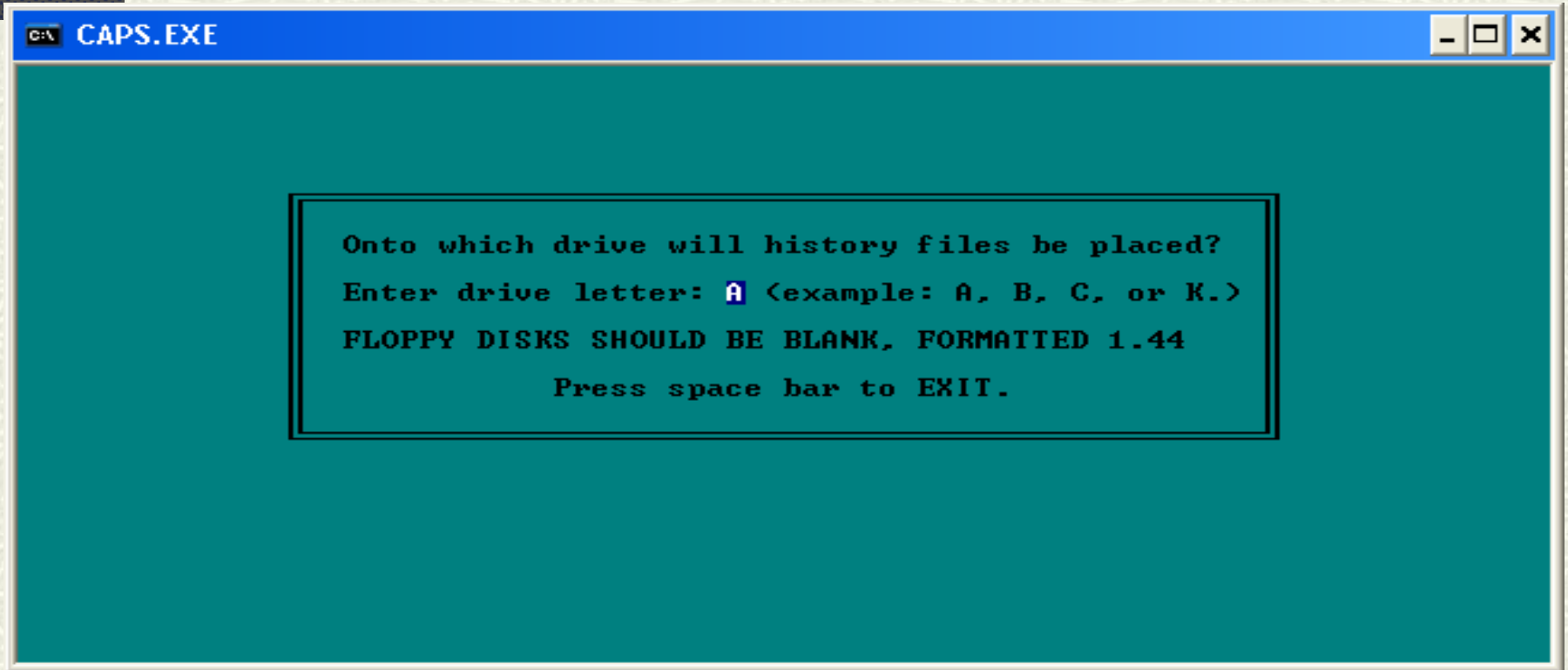


# Special Reports



Enter <Y> to save the data to the history file of CAPS-C. This will ensure a record is maintained.

# Special Reports



Enter the drive letter of where the history files and database are stored for CAPS-C.

# Special Reports

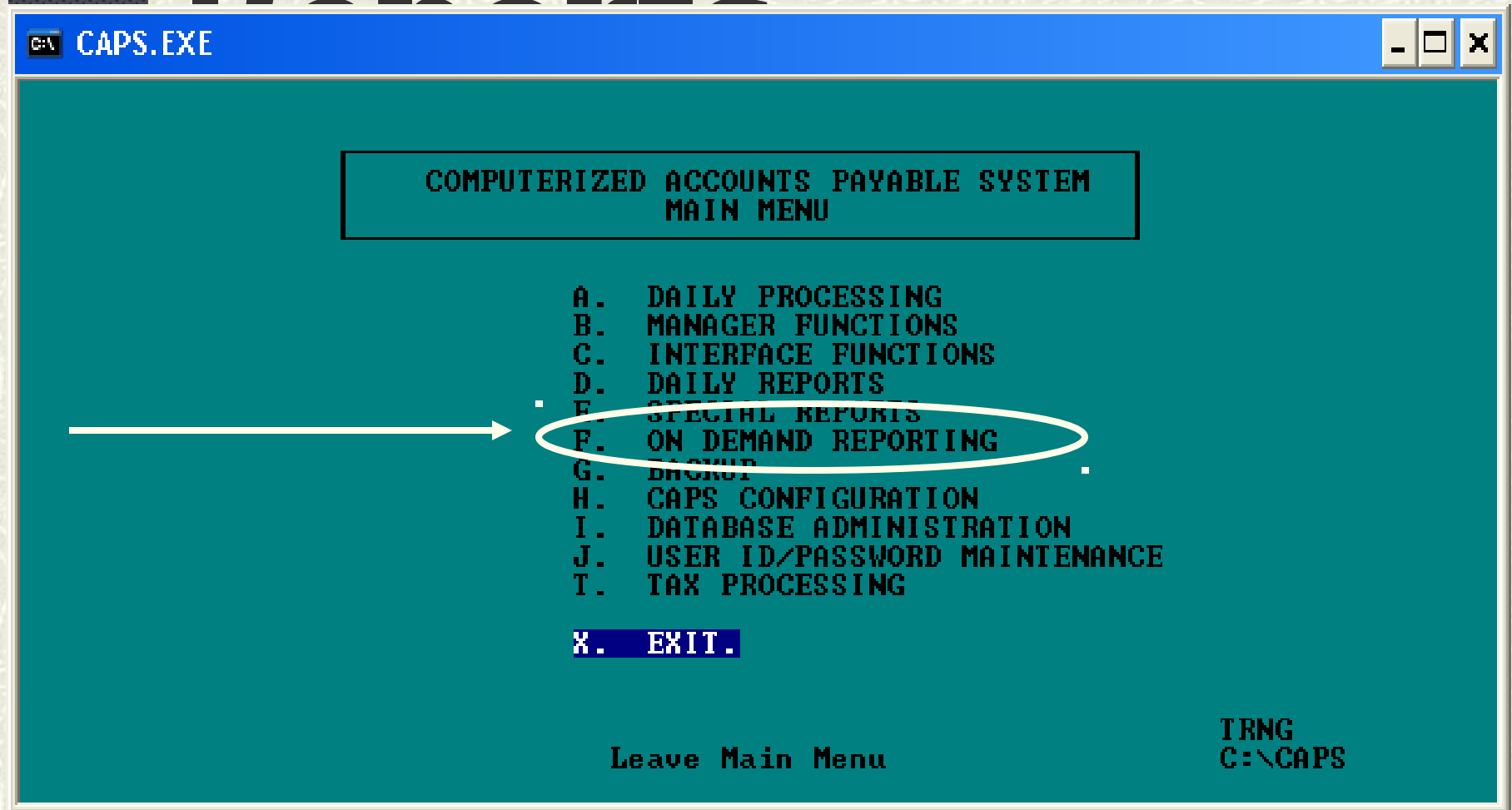


# On Demand Reports

---

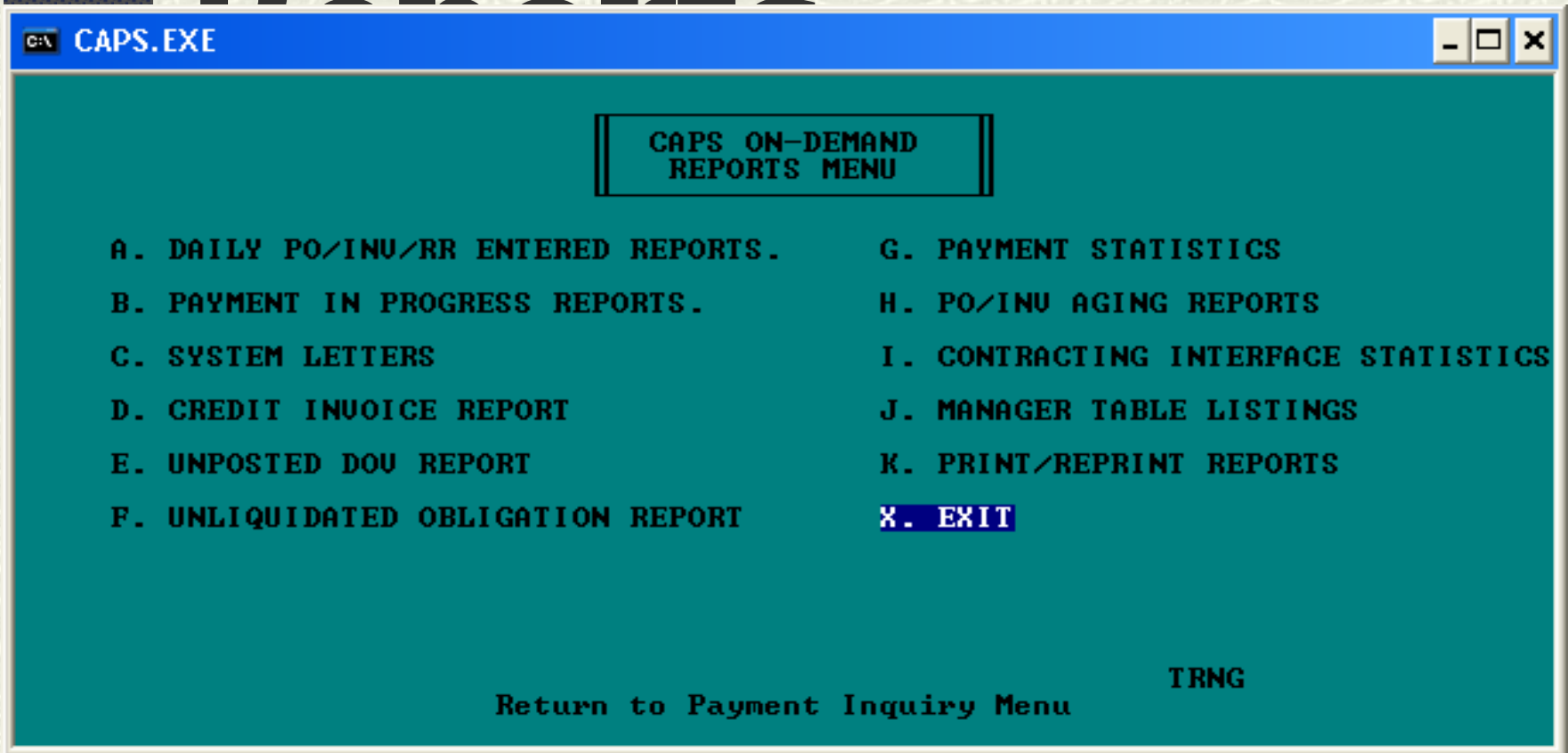
- # On Demand Reports provide various reports a manager can use to ensure that all necessary documents are received, being tracked, and being reported.
  - # Managers can obtain statistical reports about production of users.
  - # Managers can track obligation issues within CAPS-C entered information.
-

# On Demand





# On Demand



These are the different reports available to managers.  
Many reports allow detailed requests.

Hi!



# Module 9

---

Post Disbursing Office Voucher  
Numbers (DOVs) to CAPS-C.

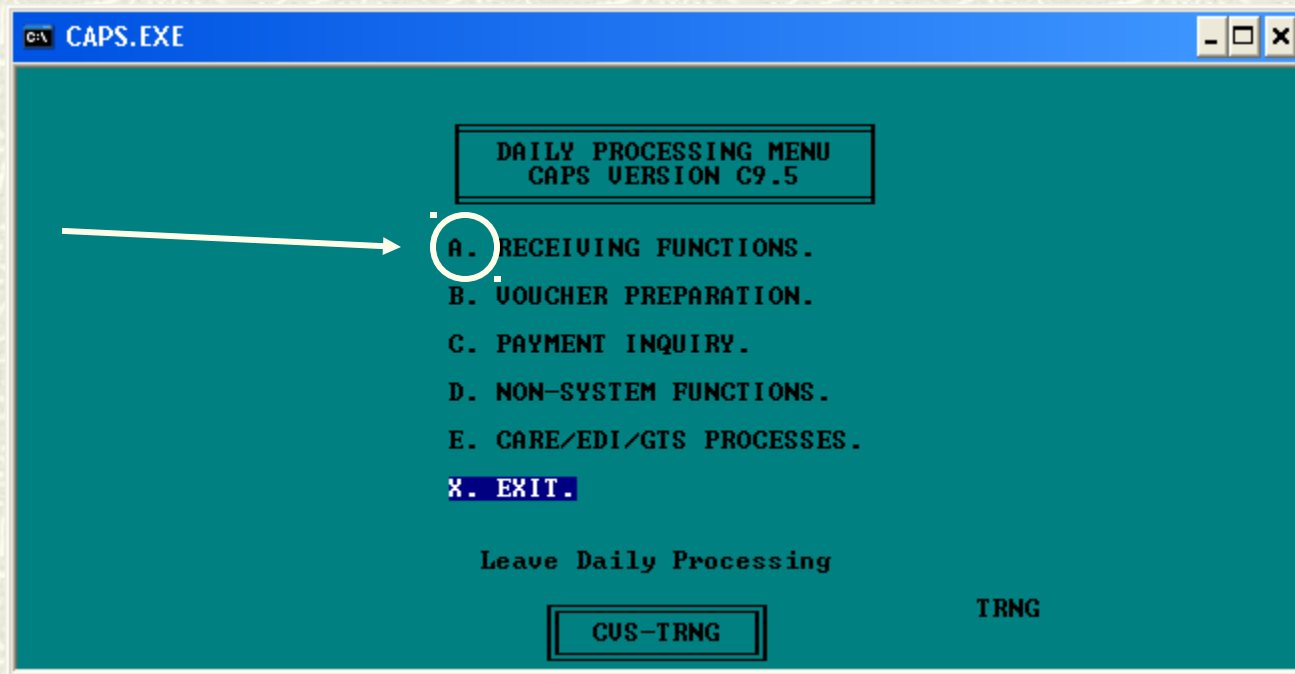
---

# DOV Numbers

---

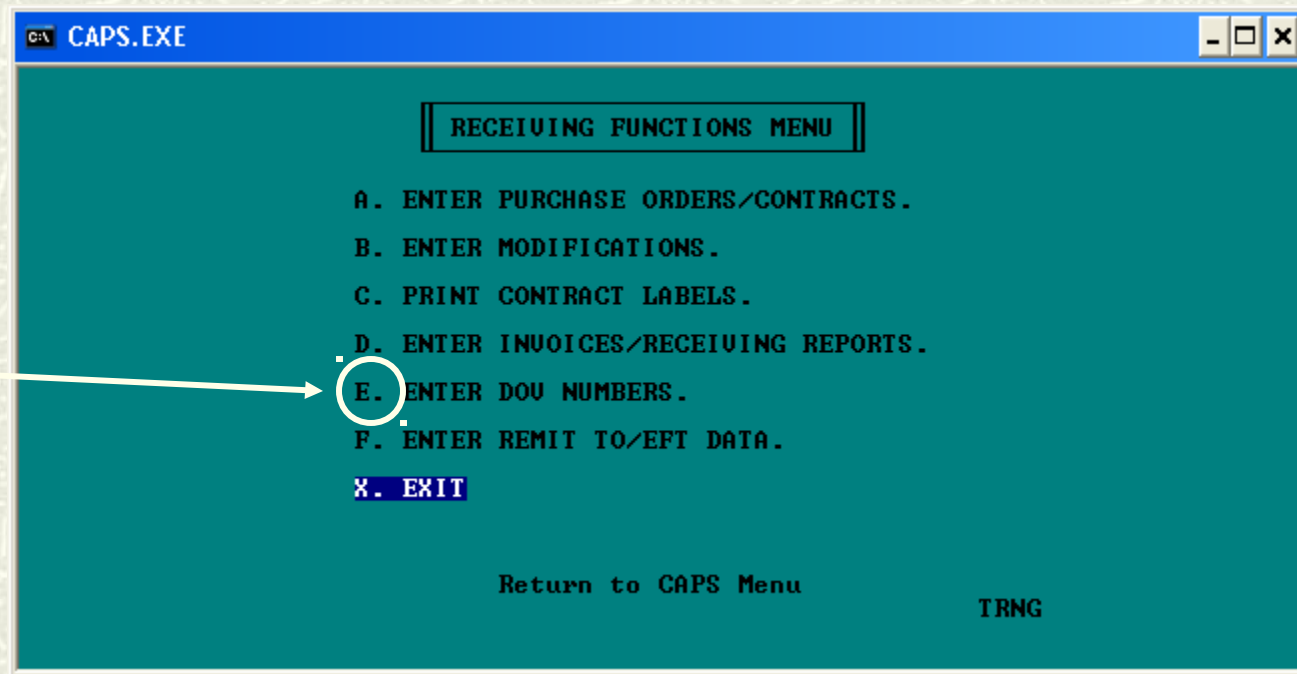
- # When disbursing makes a payment, a Disbursing Office Voucher (DOV) number is assigned to that particular voucher.
  - # CVS personnel must update the Bills Register Card in CAPS-C to include the DOV# and date paid.
-

# DOV Numbers

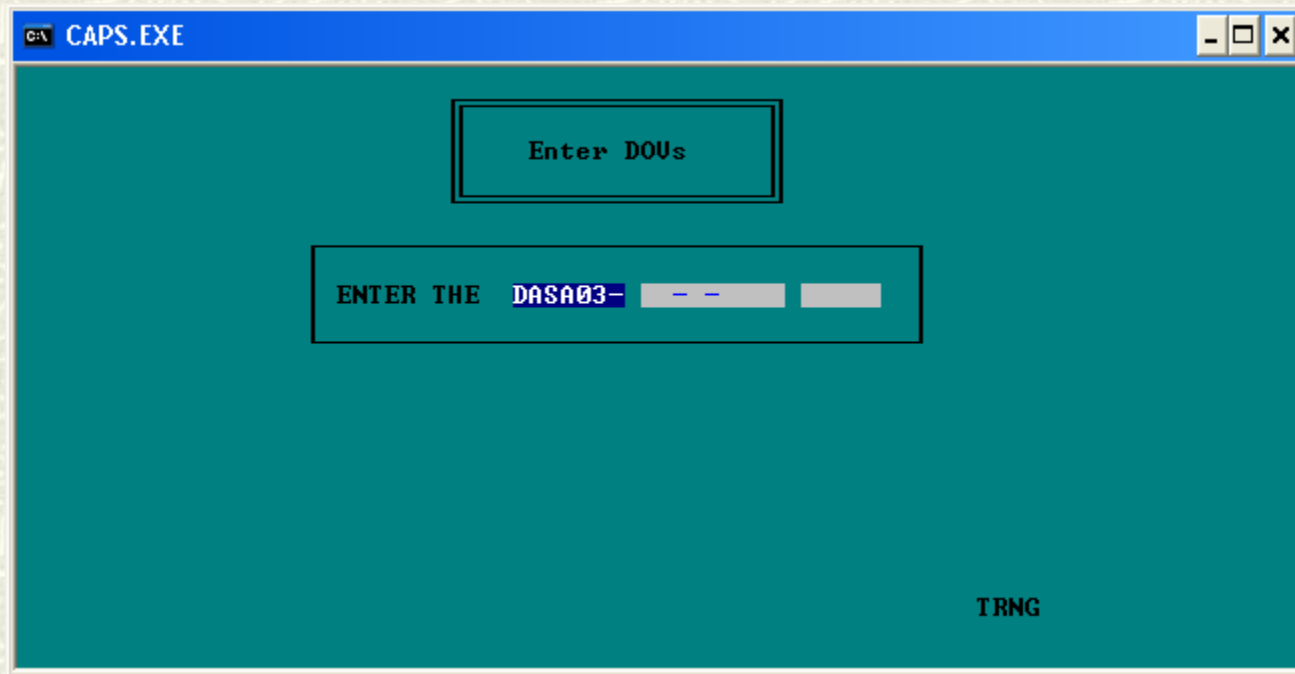




# DOV Numbers



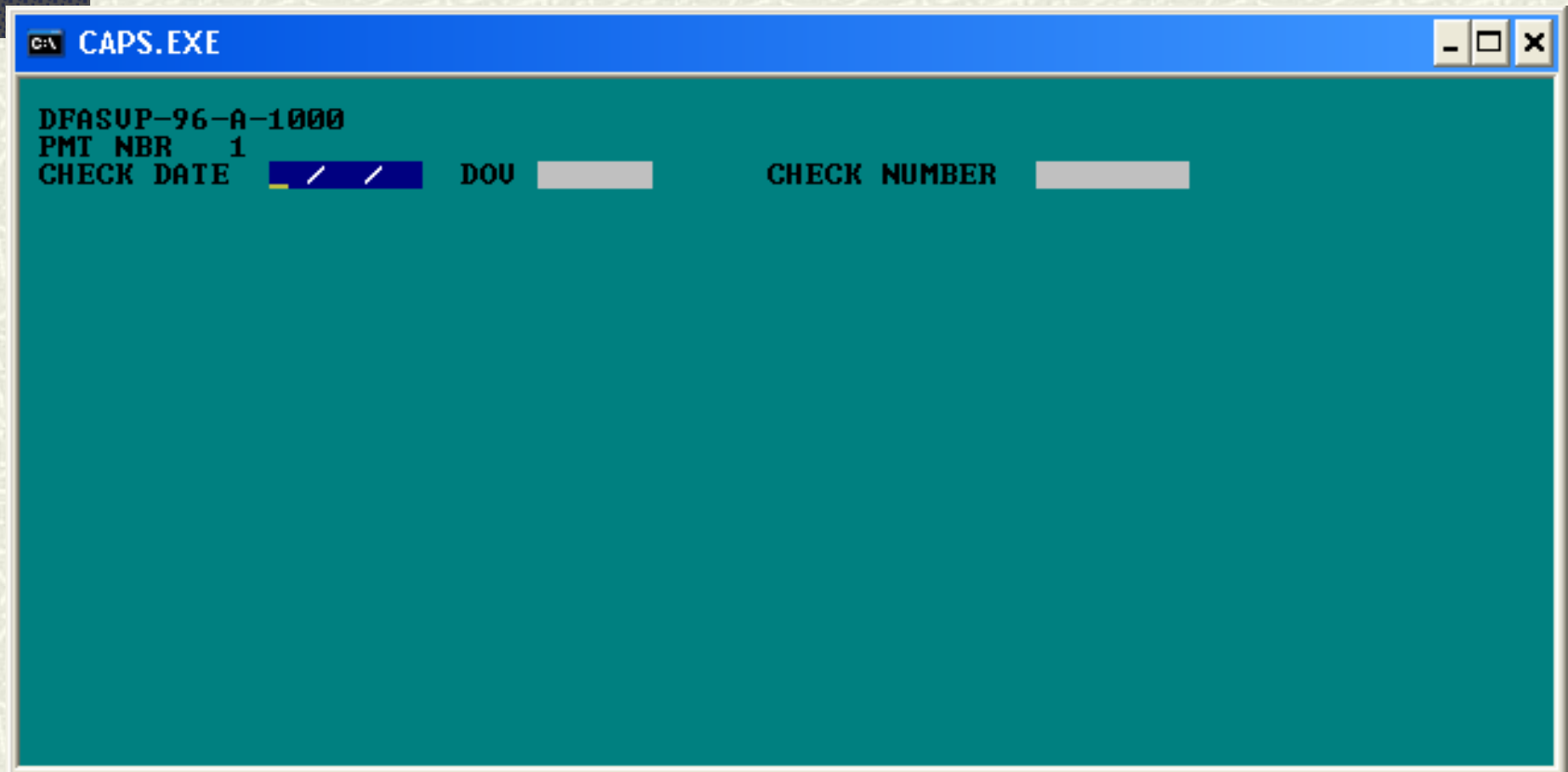
# DOV Numbers



The screenshot shows a classic Windows-style application window titled "CAPS.EXE". The window has a blue title bar with standard minimize, maximize, and close buttons. The main area has a teal background. At the top center, there is a button labeled "Enter DOUs". Below it, there is a text input field with the label "ENTER THE" followed by the text "DASA03-". The input field contains two dashes "--" and is followed by two empty rectangular boxes for additional input. In the bottom right corner of the window, the text "TRNG" is displayed.

Input the contract number that was paid on the SF1034. Input the payment number when prompted.

# DOV Numbers



The screenshot shows a classic Windows-style application window titled "CAPS.EXE". The window has a blue title bar with standard minimize, maximize, and close buttons. The main area has a teal background and contains the following text and input fields:

DFASUP-96-A-1000  
PMT NBR 1  
CHECK DATE  /  /  DOV  CHECK NUMBER

-For the check date, input the date that payment was actually made.

-Input the 6-Digit DOV#. If the payment was made via check,

Hi!



# Module 10

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Prepare and Process DDS Interface

---



# DDS Interface

---

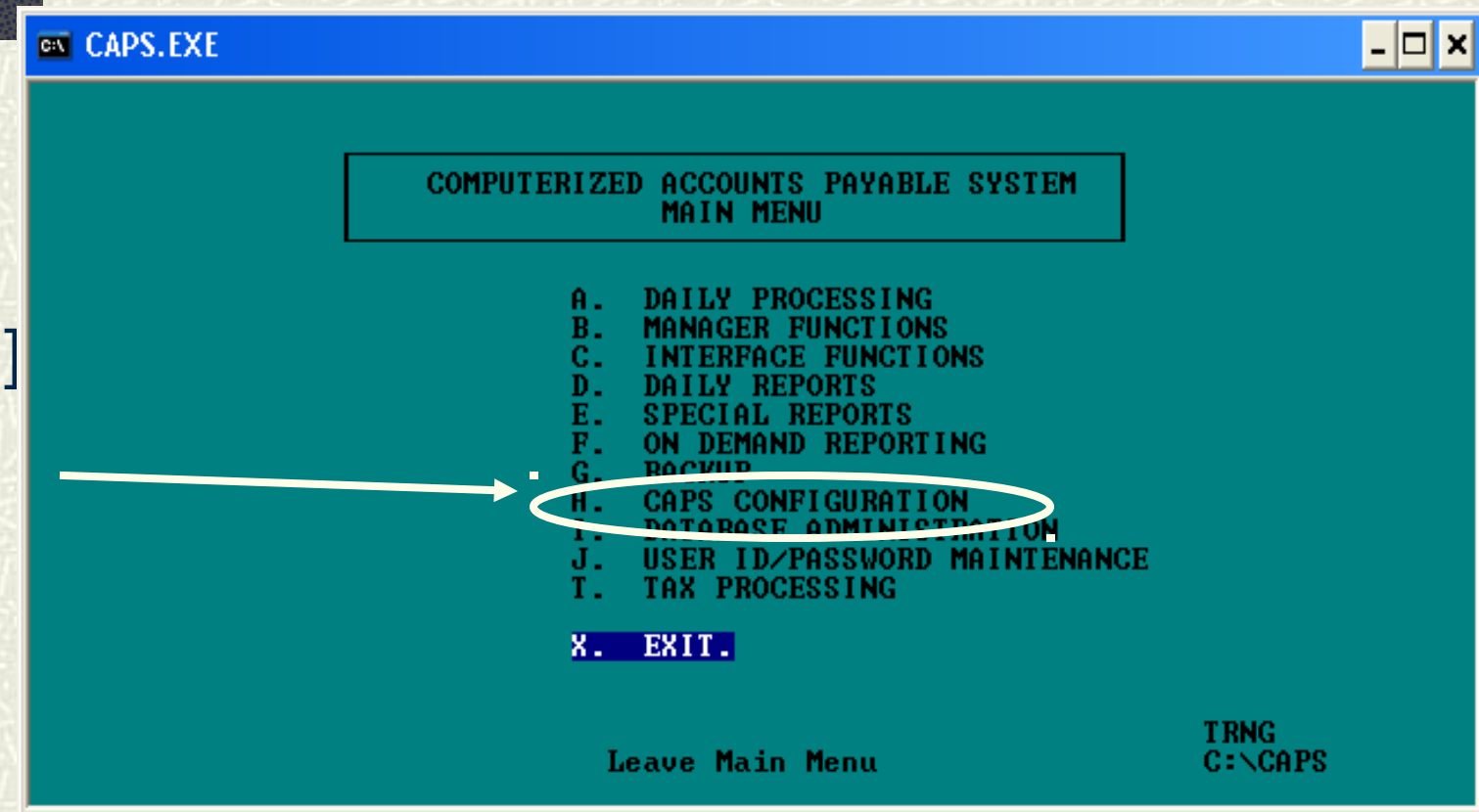
- # At the end of the day, all EFT and check payments need to be forwarded to Disbursing for processing.
  - # Interface processing must be run by managers.
  - # The payment that is being sent via interface must be paid in the currency that the contract is written in. No conversion is possible.
-

# DDS Interface – cont'd

---

- # Ensure that all payments for EFT or Check are computed and audited prior to running interface.
  - # Daily Reports must be ran prior to doing interface.
  - # Ensure that payment vouchers have been printed.
-

# DDS Interface - cont'd



Prior to doing 1<sup>st</sup> interface, or if site is having problems, check to ensure the interface function is properly configured.

# DDS Interface - cont'd

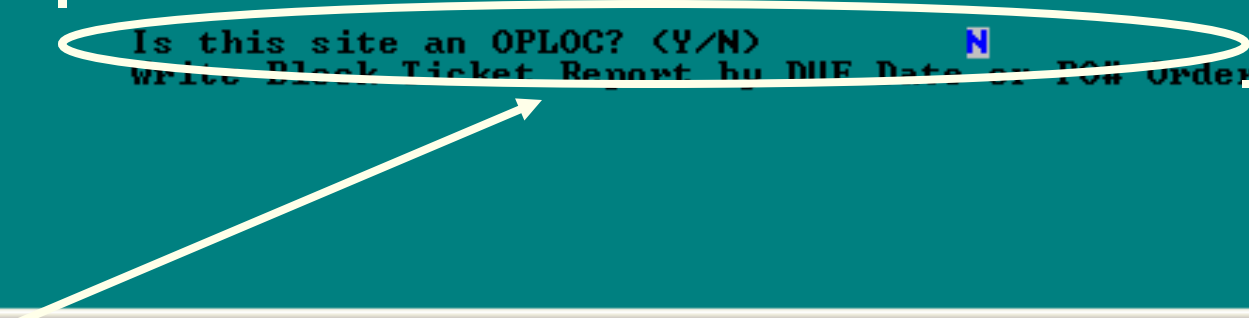


# DDS Interface - cont'd

C:\ CAPS.EXE

**CAPS INITIAL SETUP**

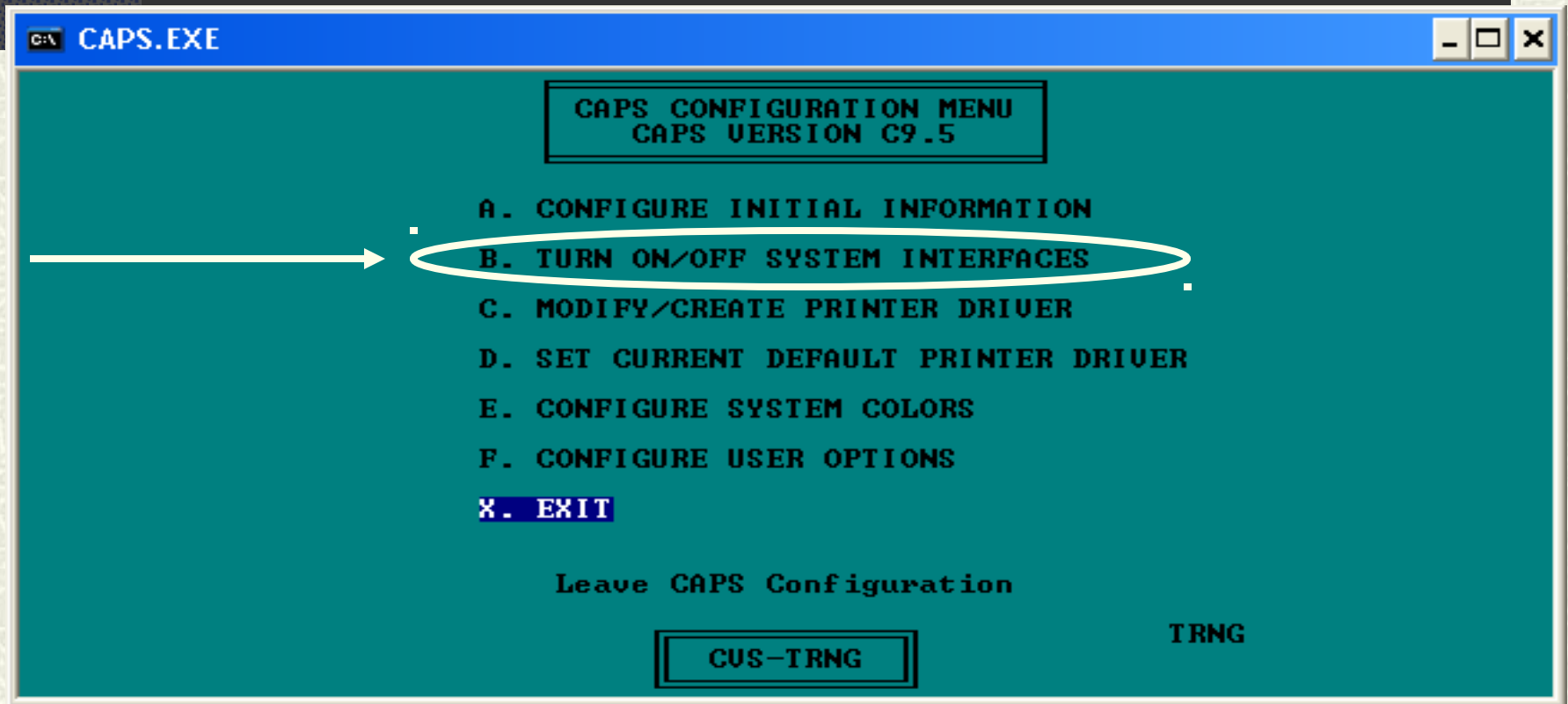
DOS Path for CAPS Databases	<b>\CAPS</b>
DOS Drive for History data	<b>C:</b>
Enter name of network printer one	<b>LPT1.</b>
Enter name of network printer two	<b>LPT1.</b>
Enter the agency name	<b>DEPARTMENT OF THE ARMY</b>
Enter the Finance Officer title	<b>Finance and Accounting Officer</b>
Enter the work section's name	<b>Accounts Payable Section</b>
Is this site an OPLOC? (Y/N)	<b>N</b>
Write Black Ticket Report by DUE Date or POW Order	<b>DUE</b>



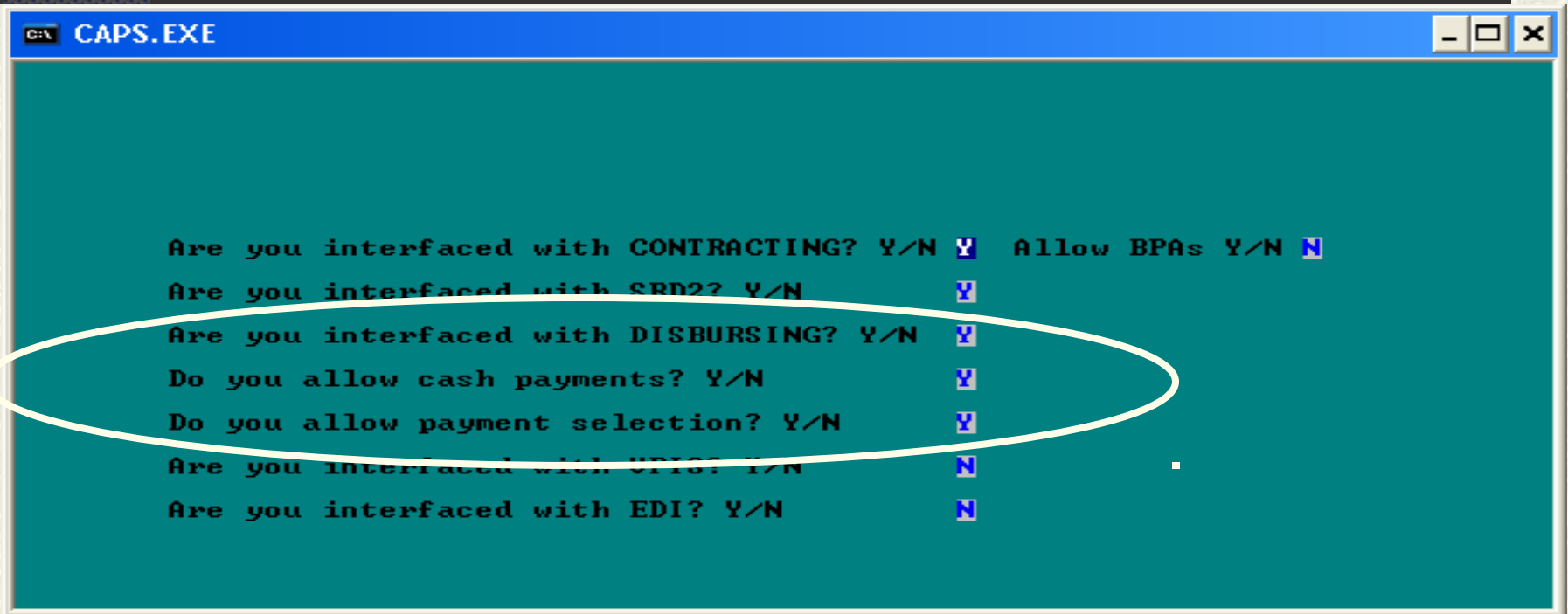
Ensure that <N> is selected.  
This allows cash payments and payment selection.



# DDS Interface - cont'd



# DDS Interface - cont'd



C:\ CAPS.EXE

Are you interfaced with CONTRACTING? Y/N	<input checked="" type="radio"/> Y	Allow BPAs Y/N	<input type="radio"/> N
Are you interfaced with SRD2? Y/N	<input checked="" type="radio"/> Y		
Are you interfaced with DISBURSING? Y/N	<input checked="" type="radio"/> Y		
Do you allow cash payments? Y/N	<input checked="" type="radio"/> Y		
Do you allow payment selection? Y/N	<input checked="" type="radio"/> Y		
Are you interfaced with VPIS? Y/N	<input type="radio"/> N		
Are you interfaced with EDI? Y/N	<input type="radio"/> N		

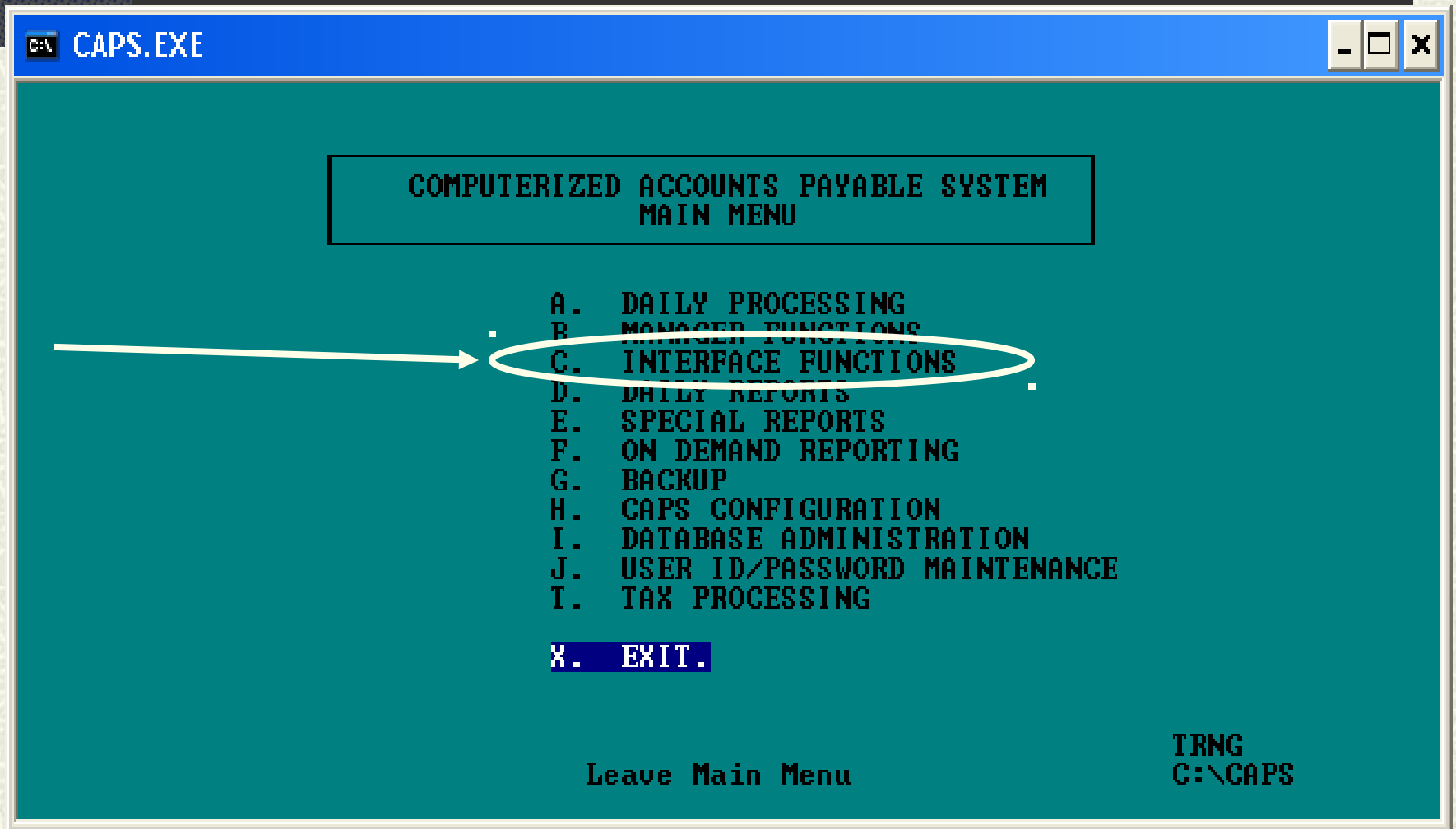
Ensure that "Y" is selected for:

Interfaced w/ Disbursing

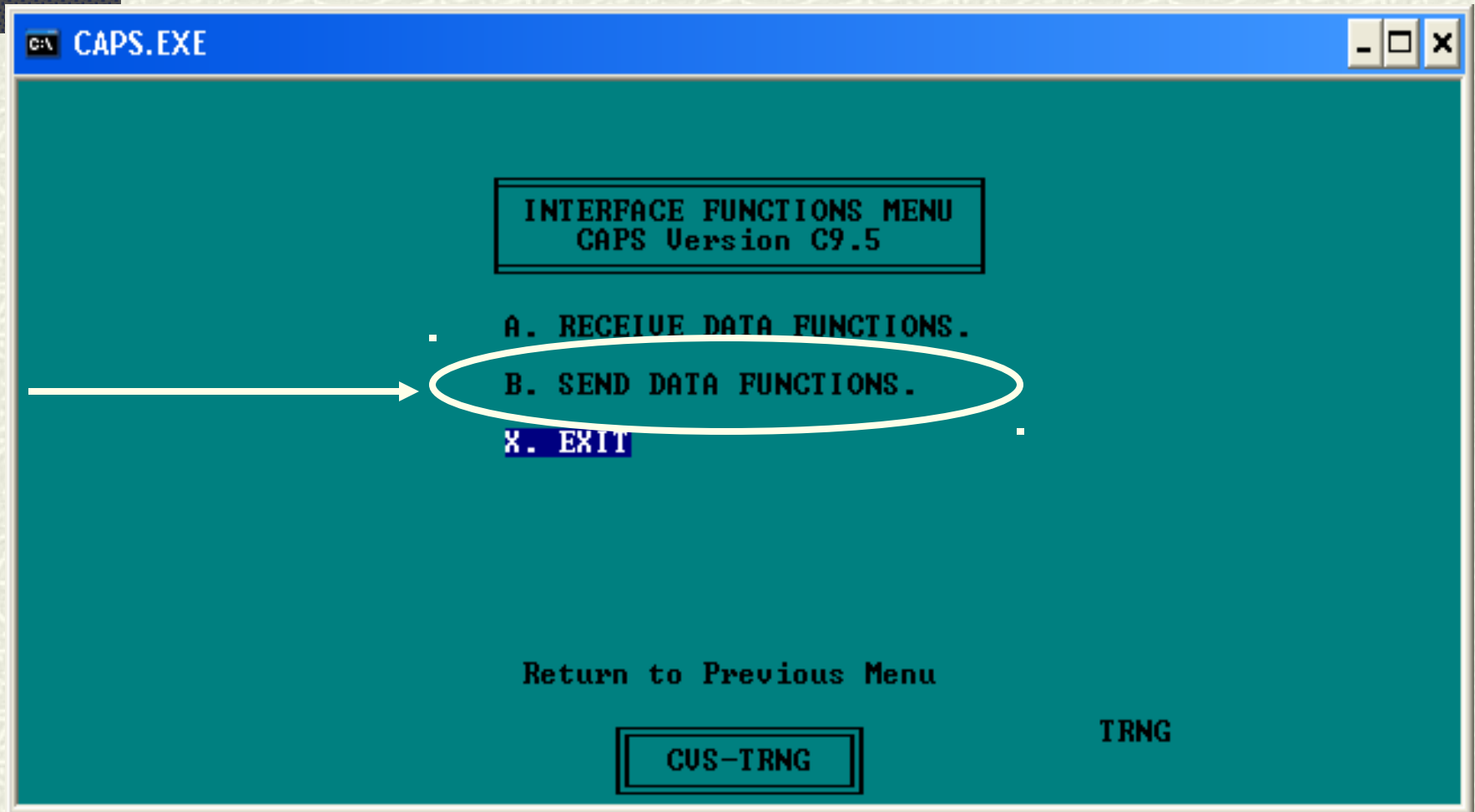
Allow Cash payments

Allow payment selection

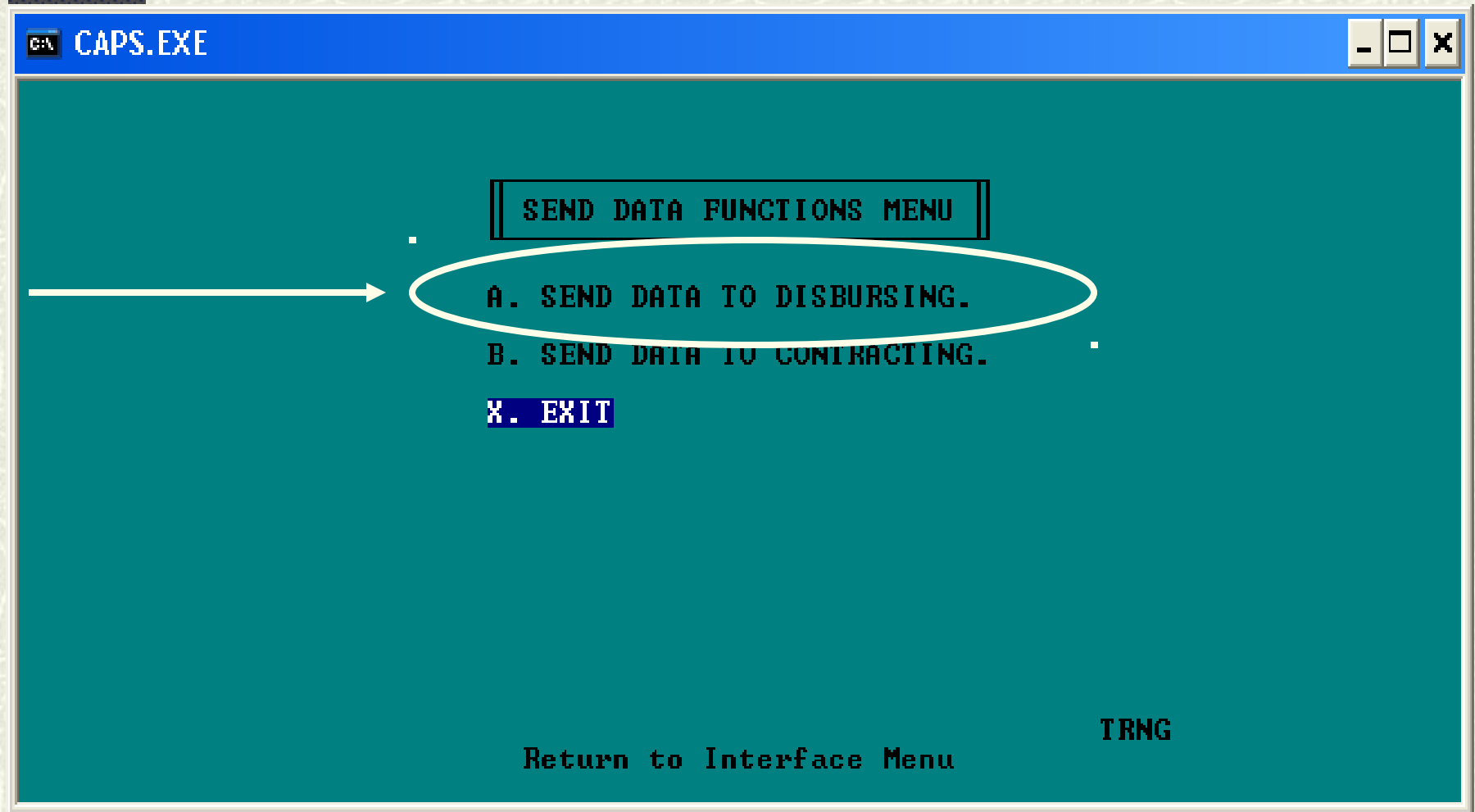
# DDS Interface - cont'd



# DDS Interface – cont'd

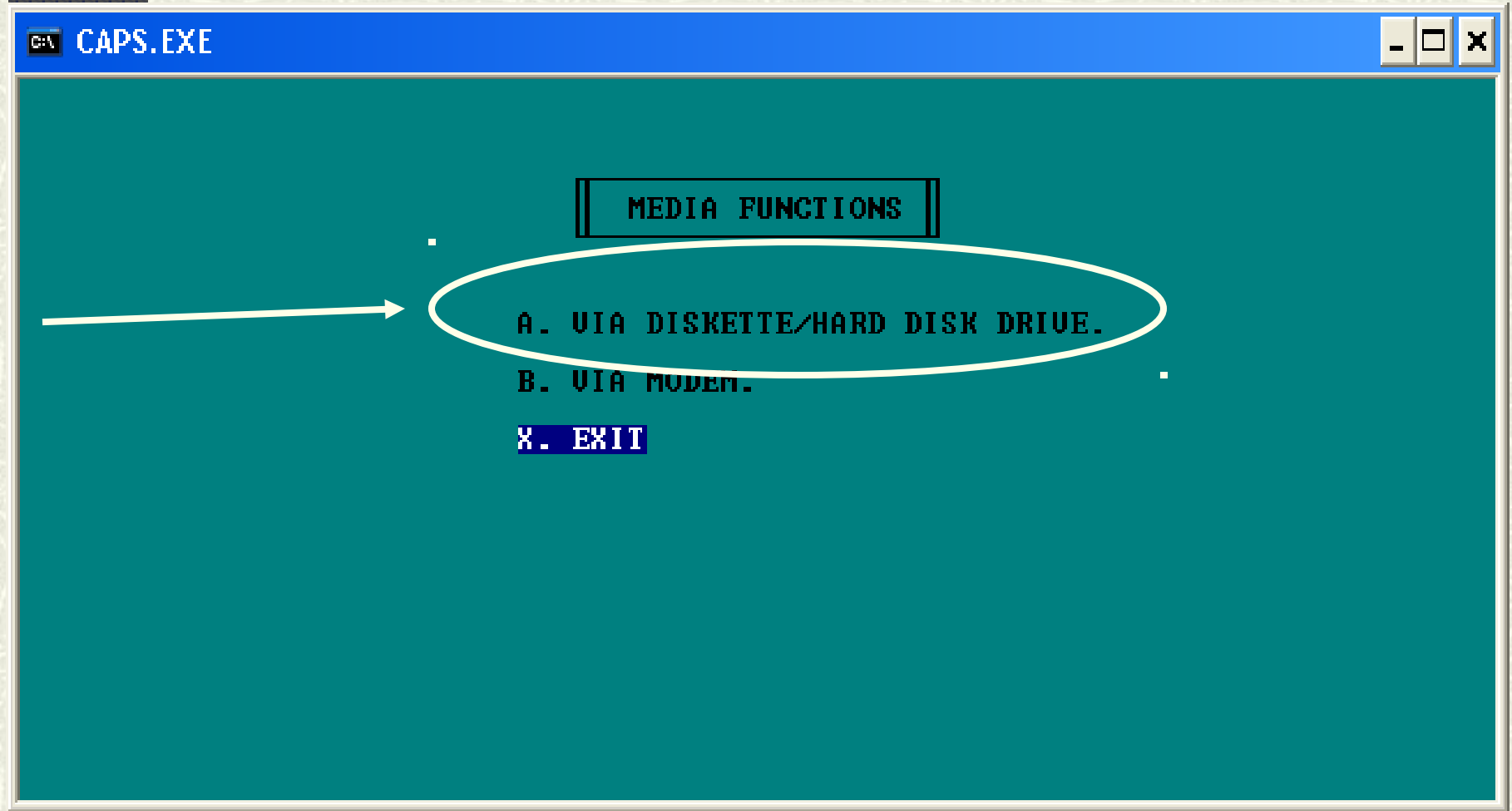


# DDS Interface - cont'd

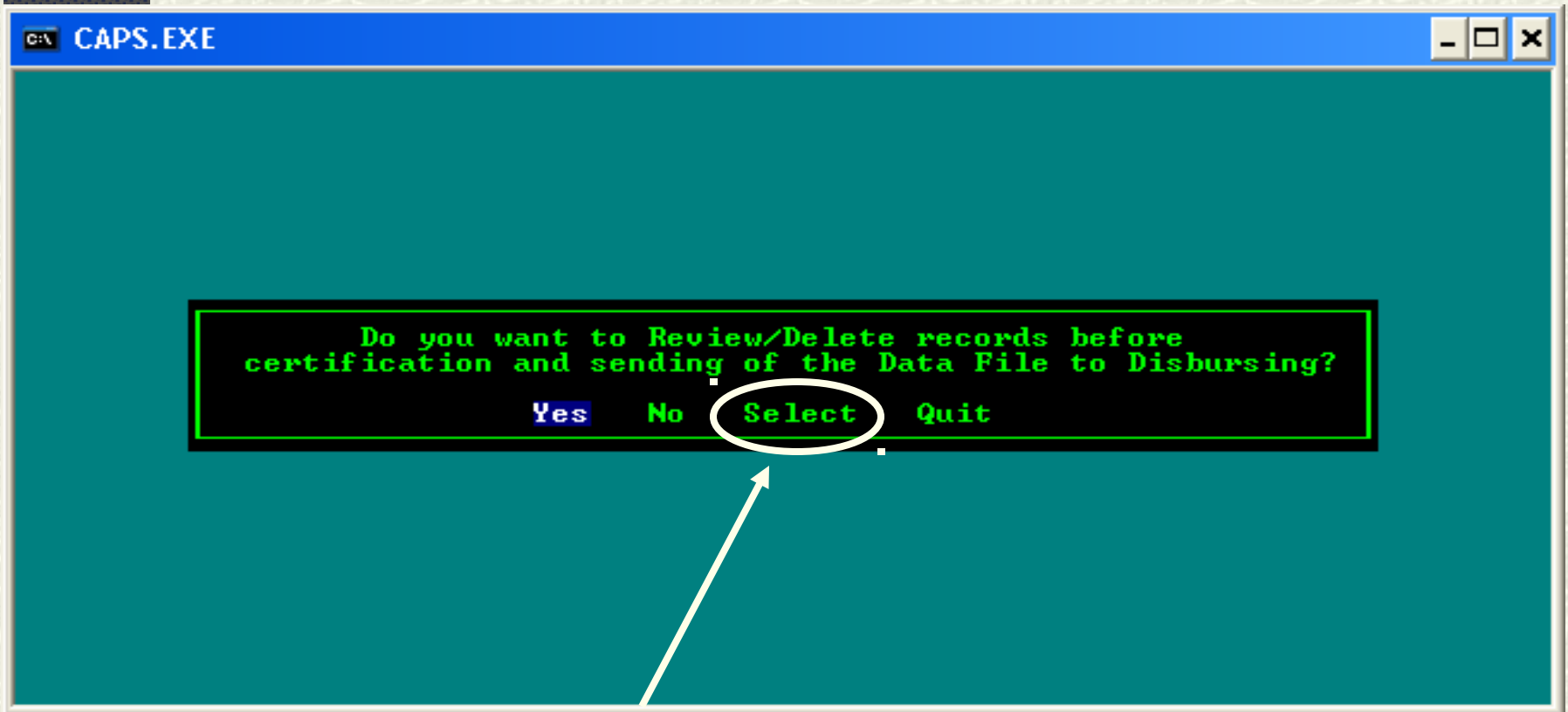




# DDS Interface - cont'd

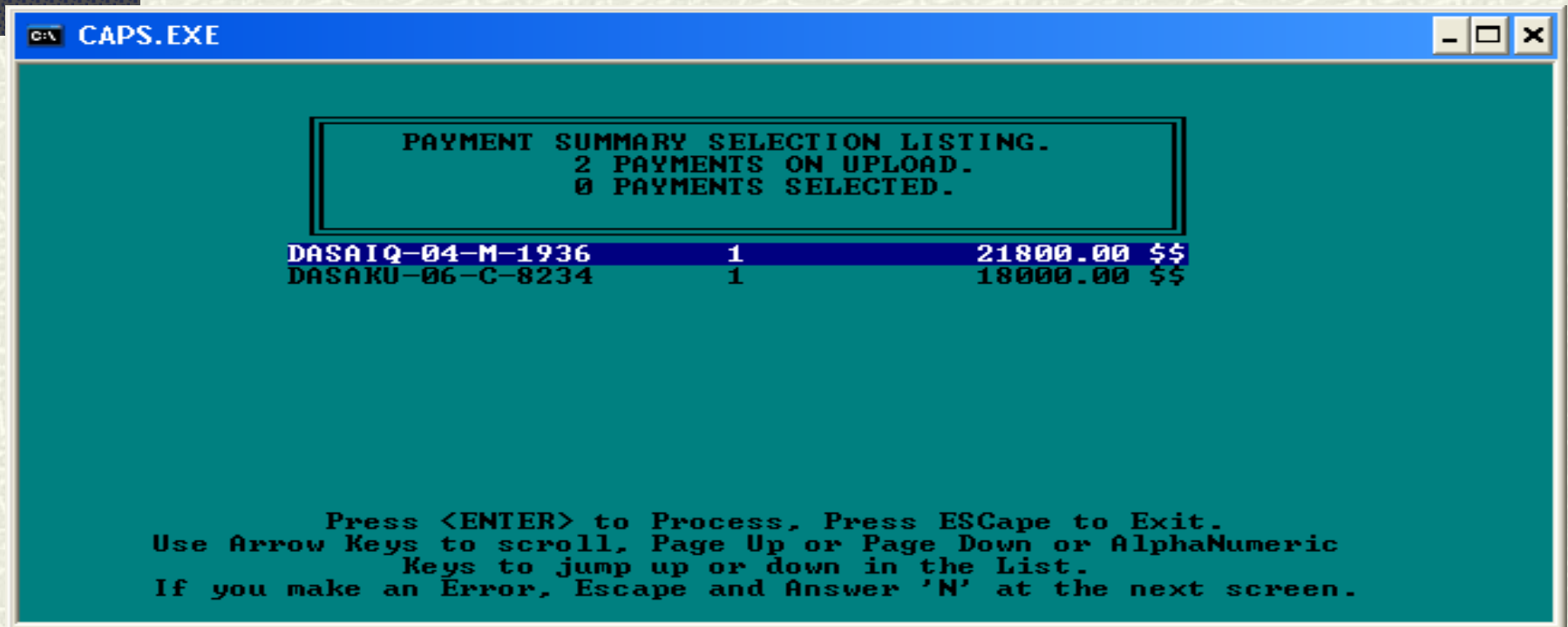


# DDS Interface - cont'd



The new feature of v9.5 allows for selection. This is the best way to create the interface file.

# DDS Interface - cont'd

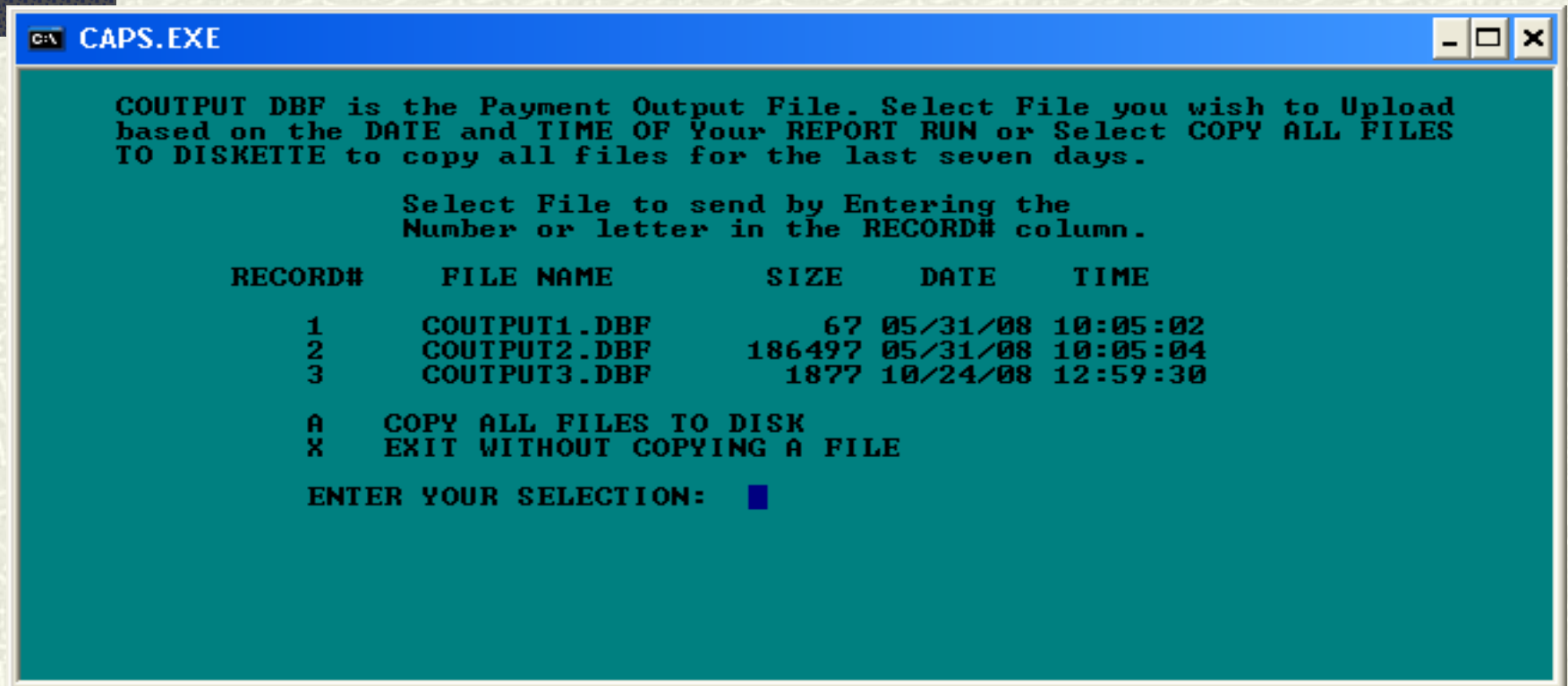


For each payment to be sent, highlight and press enter.

The banner on top will change to reflect the number of payments selected.

Once selected, the payment will disappear from the list.

# DDS Interface - cont'd



The screenshot shows a DOS-style window titled "CAPS.EXE". The window has a blue title bar with standard minimize, maximize, and close buttons. The main area has a green background with black text. It displays instructions for selecting files to upload based on date and time, or to copy all files to a diskette. Below the instructions is a table with five columns: RECORD#, FILE NAME, SIZE, DATE, and TIME. The table lists three files: COUTPUT1.DBF, COUTPUT2.DBF, and COUTPUT3.DBF. Below the table are two options: 'A' for copying all files to disk and 'X' for exiting without copying. At the bottom, it prompts the user to enter their selection, with a cursor pointing to the first space after the colon.

```
C:\> CAPS.EXE

COUTPUT DBF is the Payment Output File. Select File you wish to Upload
based on the DATE and TIME OF Your REPORT RUN or Select COPY ALL FILES
TO DISKETTE to copy all files for the last seven days.

      Select File to send by Entering the
      Number or letter in the RECORD# column.

RECORD#   FILE NAME           SIZE   DATE   TIME
-----
1         COUTPUT1.DBF         67  05/31/08  10:05:02
2         COUTPUT2.DBF      186497  05/31/08  10:05:04
3         COUTPUT3.DBF      1877  10/24/08  12:59:30

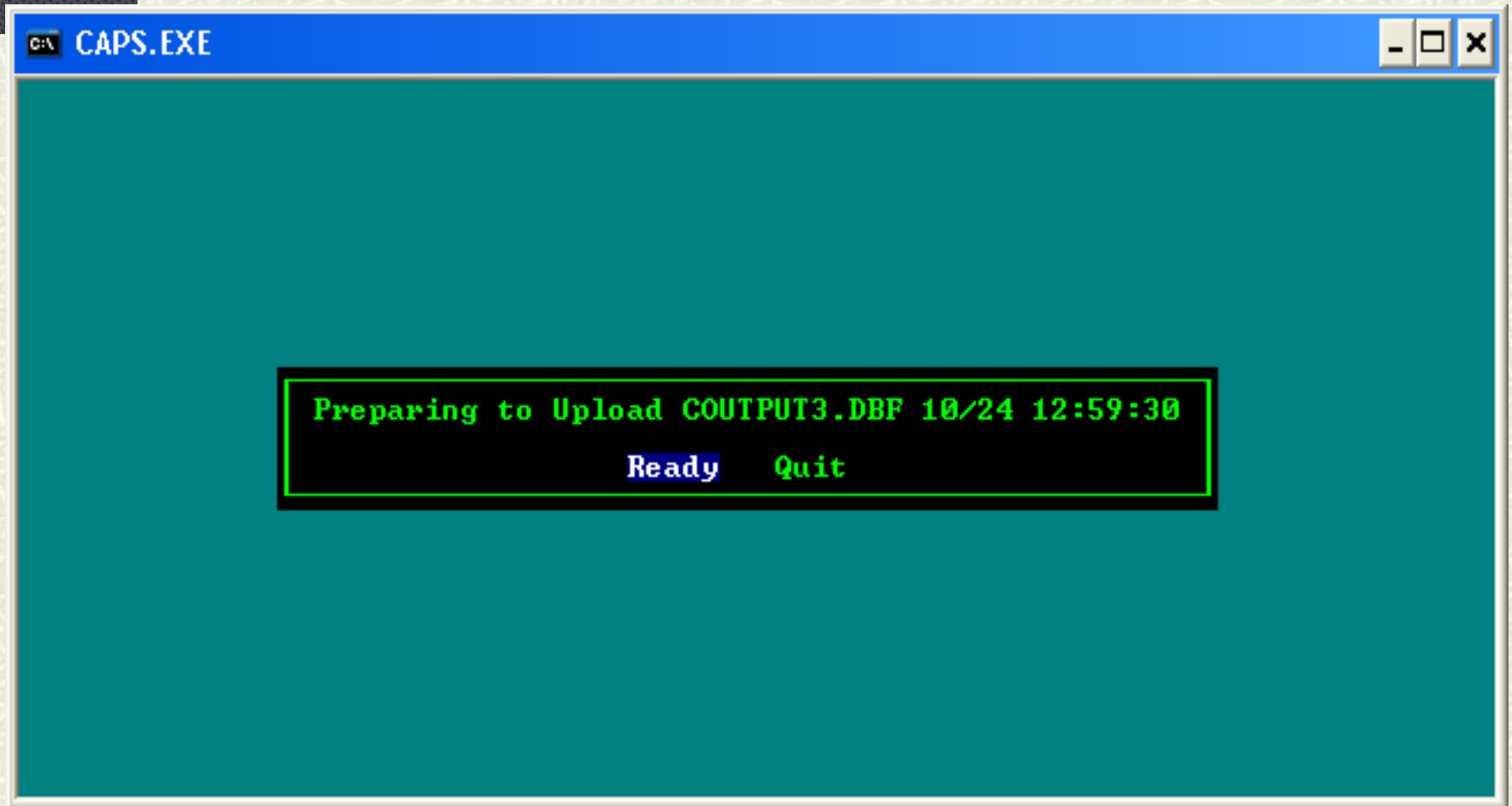
A   COPY ALL FILES TO DISK
X   EXIT WITHOUT COPYING A FILE

ENTER YOUR SELECTION:  
```

When a file is created, it will show that output number, and the date and time it was created. That allows for quick identification of the proper file.

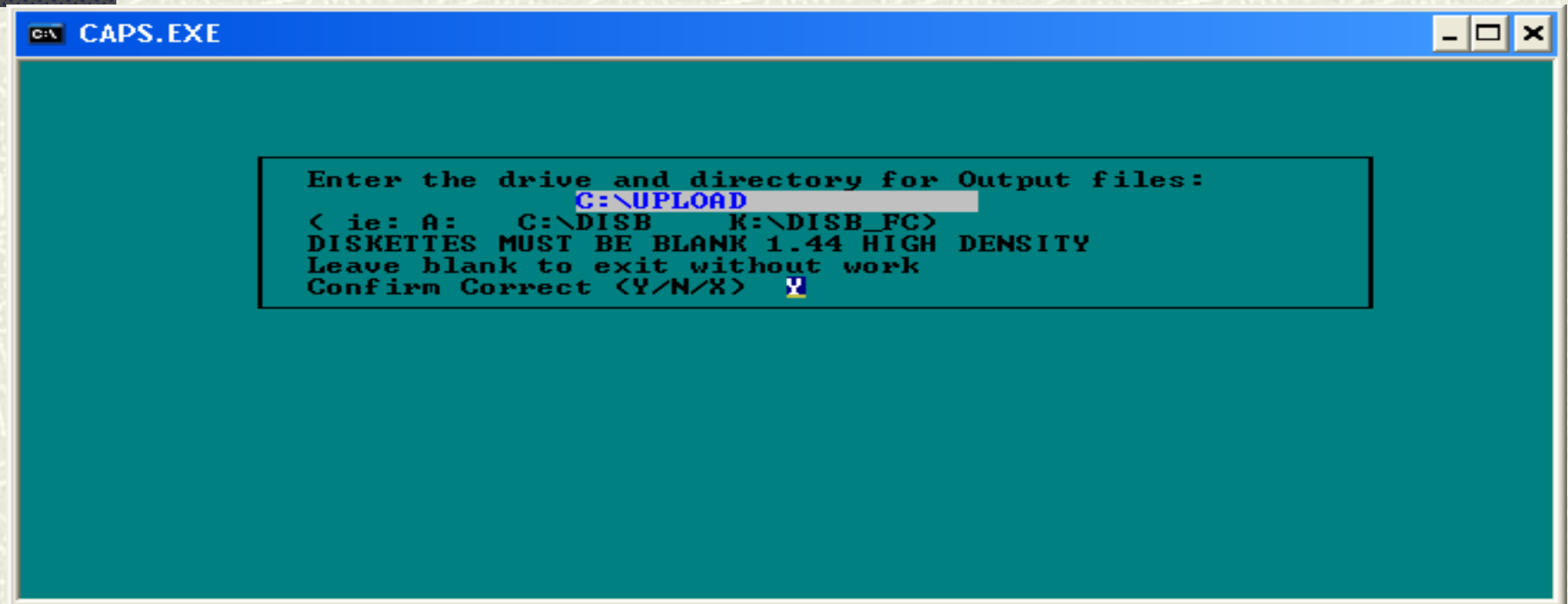
**\*\*CAPS-C will retain the last 9 Payment Output Files\*\***

# DDS Interface - cont'd





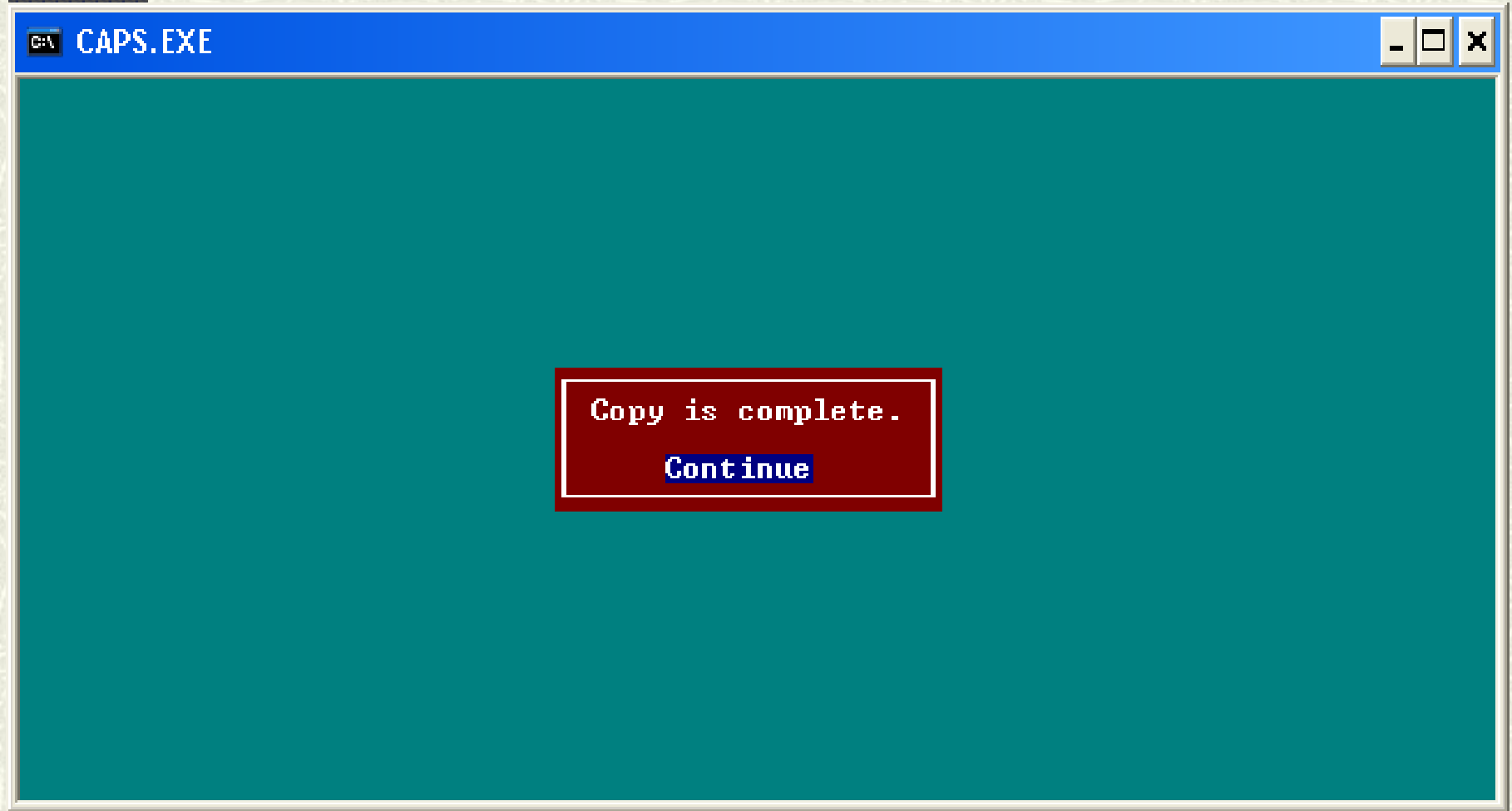
# DDS Interface - cont'd



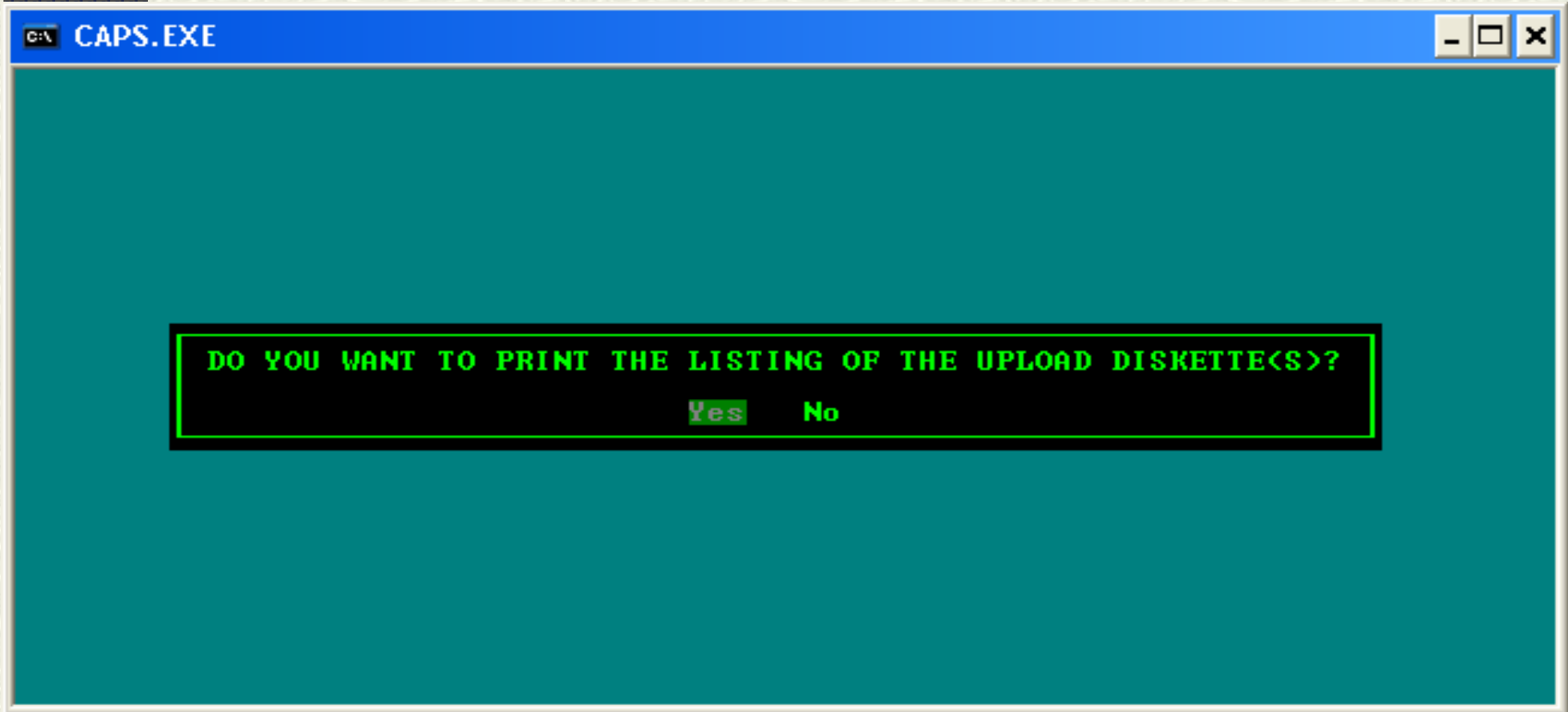
This destination must be entered in manually, and is the choice of the uploader.

For this example, a folder titled Upload was created in C drive. Entered that destination into the computer.

# DDS Interface - cont'd

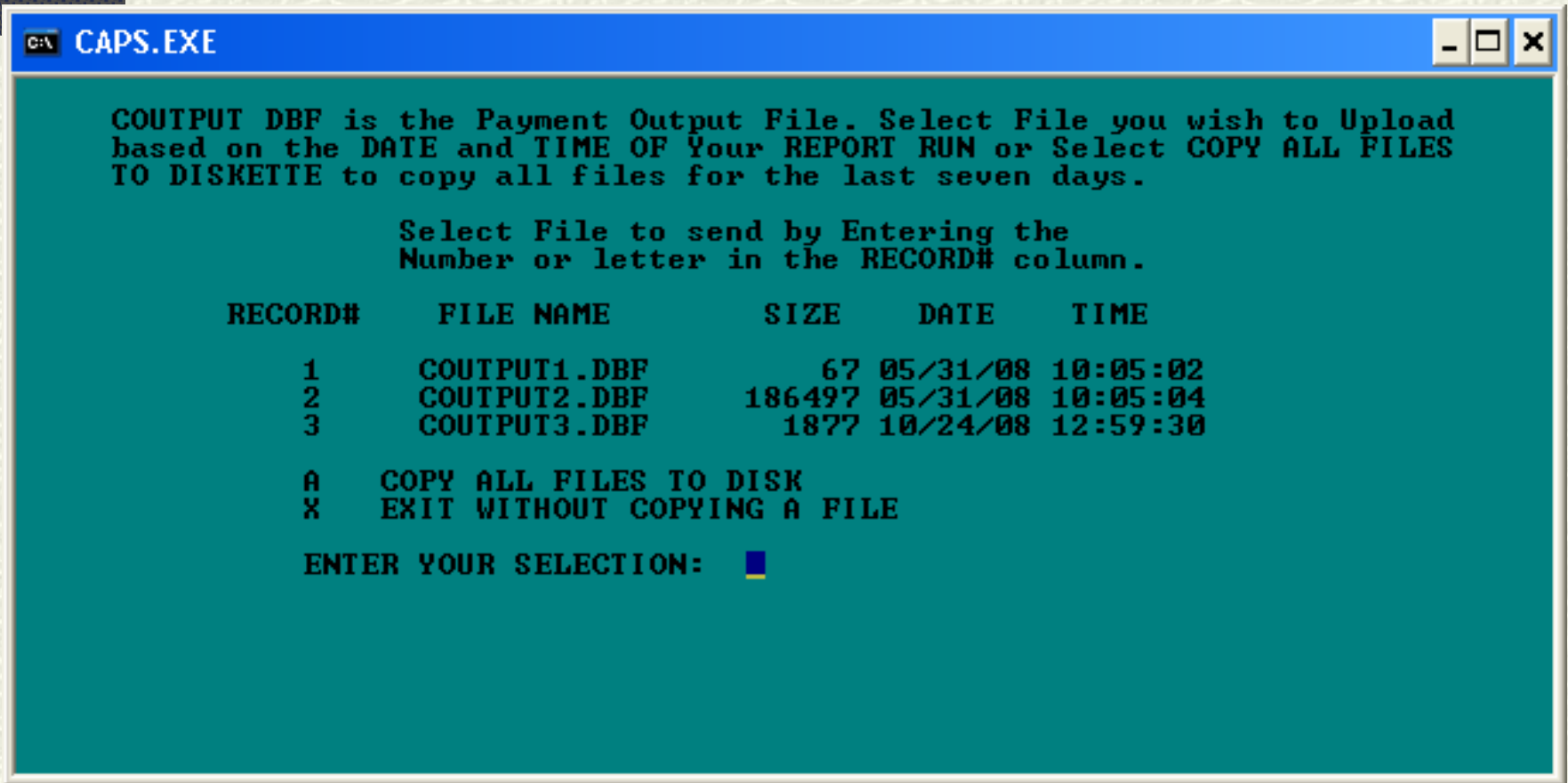


# DDS Interface – cont'd



Print the listing, to ensure that desired payments are present on the file, and they match the Disbursing TL and vouchers present.

# DDS Interface - cont'd



The screenshot shows a DOS-style application window titled "CAPS.EXE". The window has a blue title bar with standard minimize, maximize, and close buttons. The main area has a teal background with black text. It displays instructions for selecting files to upload or copy to diskette. A table lists three files: COUTPUT1.DBF, COUTPUT2.DBF, and COUTPUT3.DBF, with their respective sizes, dates, and times. Below the table are two options: 'A' for copying all files to disk and 'X' for exiting without copying. A prompt "ENTER YOUR SELECTION:" is followed by a blue cursor.

```
C:\ CAPS.EXE
```

COUTPUT DBF is the Payment Output File. Select File you wish to Upload based on the DATE and TIME OF Your REPORT RUN or Select COPY ALL FILES TO DISKETTE to copy all files for the last seven days.

Select File to send by Entering the Number or letter in the RECORD# column.

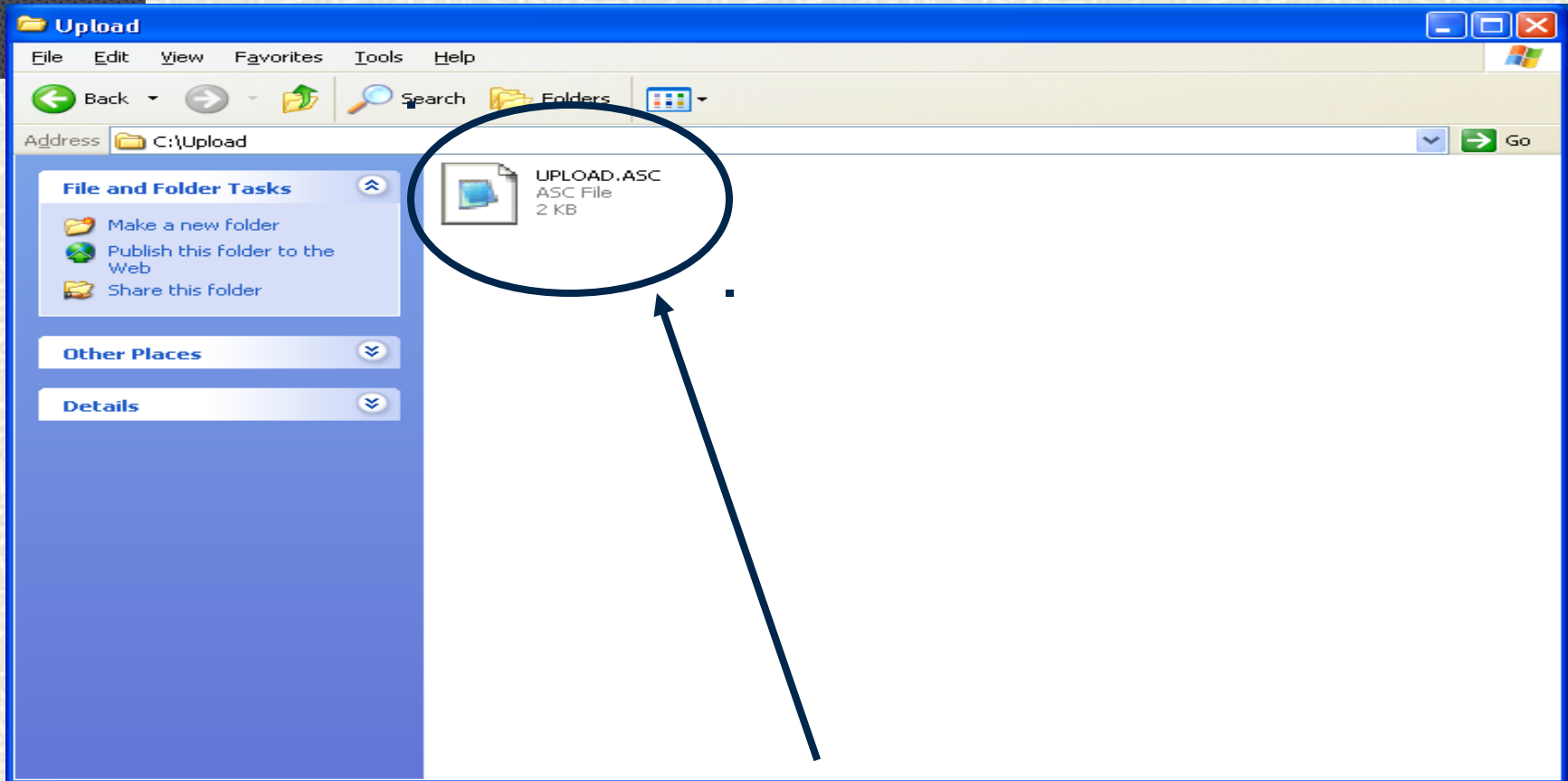
RECORD#	FILE NAME	SIZE	DATE	TIME
1	COUTPUT1.DBF	67	05/31/08	10:05:02
2	COUTPUT2.DBF	186497	05/31/08	10:05:04
3	COUTPUT3.DBF	1877	10/24/08	12:59:30

A COPY ALL FILES TO DISK  
X EXIT WITHOUT COPYING A FILE

ENTER YOUR SELECTION: █

Once the file has been created, the system will return to this screen.

# DDS Interface - cont'd



CAPS-C creates this file; UPLOAD.ASC. This file needs to be sent to Disbursing. Disbursing will then input into DDS and load into ITS.gov.



Hi!



# Module 11

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Receive and Process the Download  
File from the DDS Interface

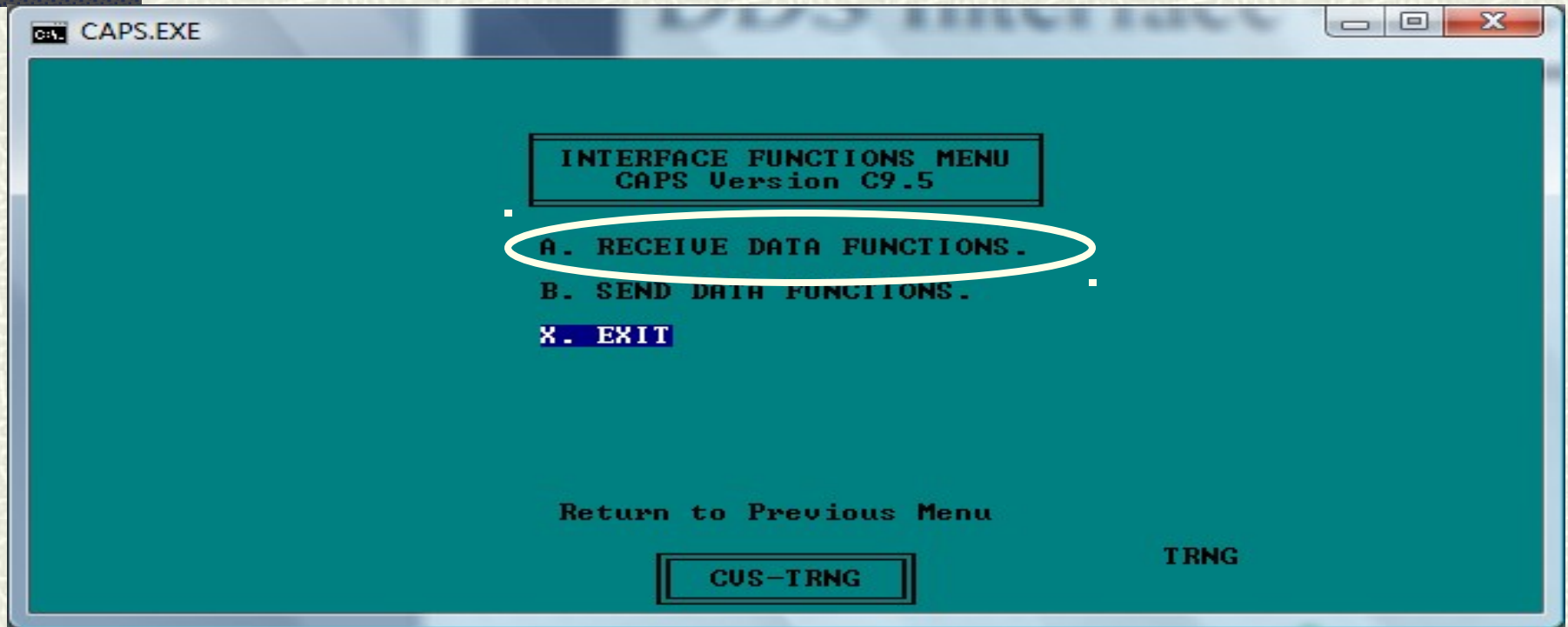
---

# DDS Interface – Receive Data

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- # Once Disbursing has made the payments, they will send a download file back to CVS.
  - # The download file will contain all the DOV's, payment dates, and any check or trace numbers.
  - # Processing the download file will ensure all payment data is posted to keep the BRC updated.
-

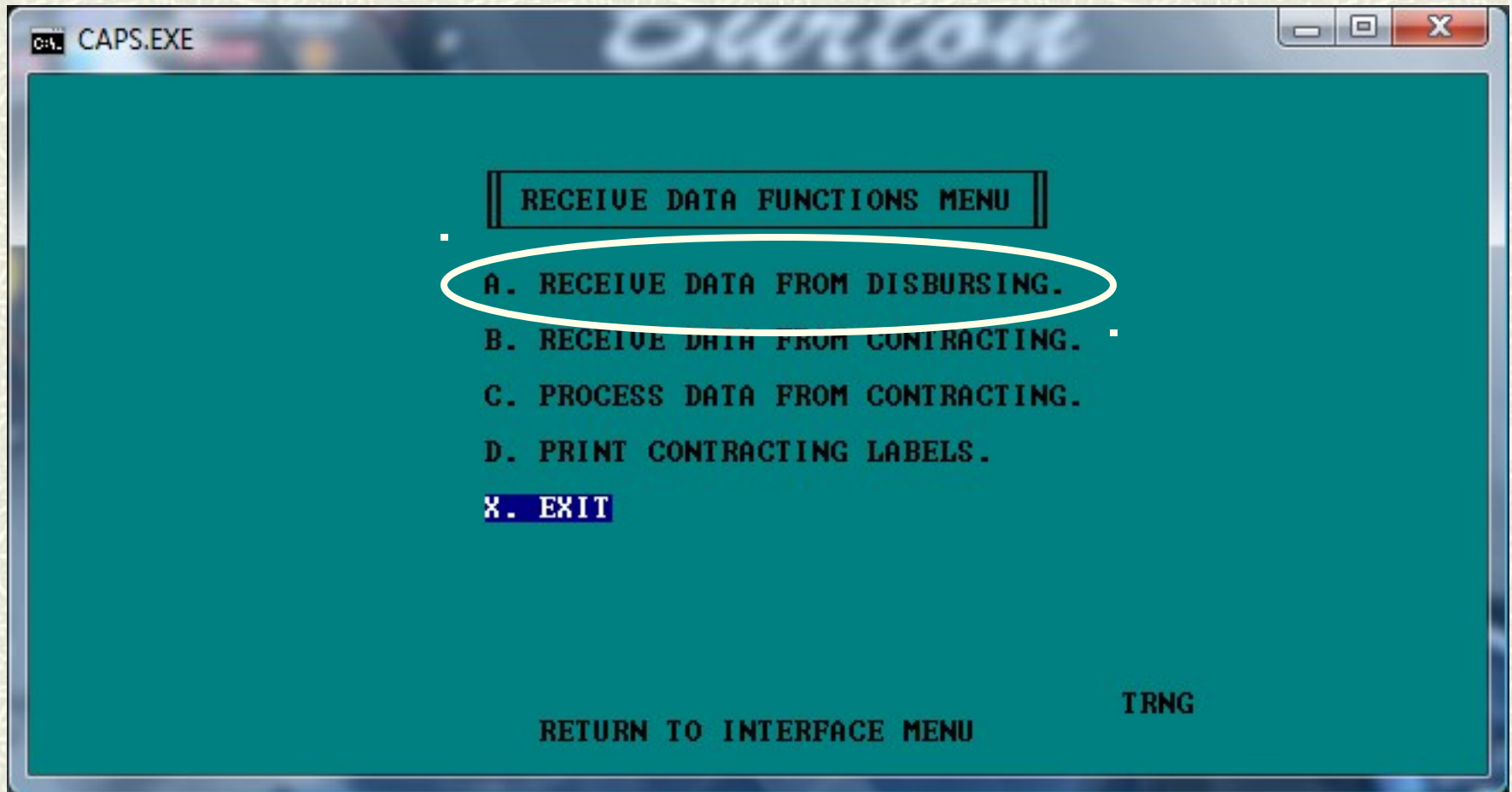
# DDS Interface - Receive Data



- Copy the Download.DAT file directly to the C: Drive.
- Under the Interface Functions Menu, Select Receive Data Functions.



# DDS Interface - Receive Data

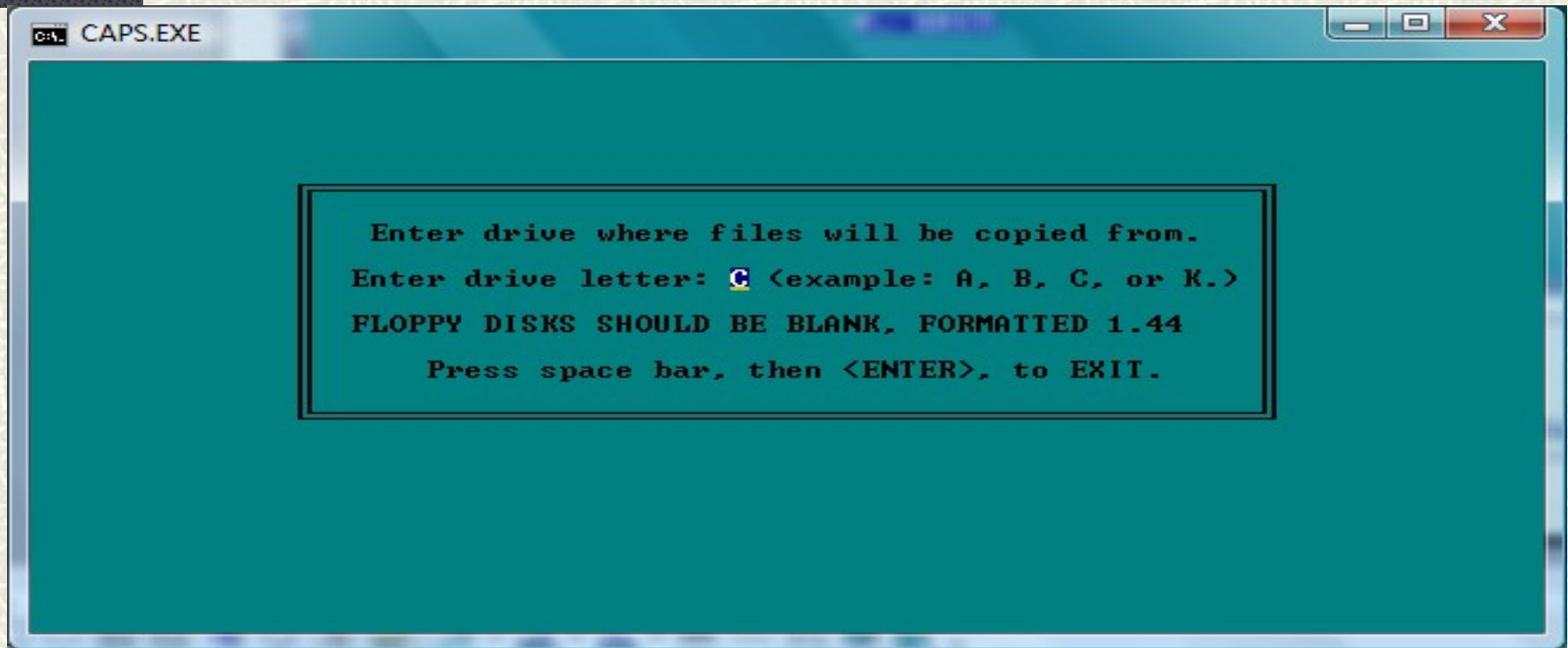




# DDS Interface - Receive Data



# DDS Interface - Receive Data



-Enter the Drive Letter where you copied the Download.DAT file.

- You should have put it on the C: Drive

# DDS Interface – Receive Data

---

- # Once the download has run, you will receive a Message that says <Download was Successful>.
  - # -Move the download file to a folder where the download files are stored.
  - # -Rename the file to ensure that you can identify which date that specific file is, without it being copied over by a new file (i.e. Download091228.Dat).
  - # -Query some of the payments included on the download file to verify that the DOVs successfully posted.
-

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# Module 12

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## EFT Rejects

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# EFT Rejects

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- # Once Disbursing has made a payment to a foreign bank, it could take up to 2-3 weeks to receive the reject back.
  - # Disbursing will receive an EFT reject report. The report will list the reason the payment rejected.
  - # They will then process a Cash Collection Voucher (CCV) for the amount of the payment.
-

# EFT Rejects – cont'd

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- # Disbursing will forward a copy of the CCV to the CVS office.
  - # Once you receive the CCV, annotate the manual BRC that the payment rejected.
  - # Contact the vendor and obtain the correct EFT information.
  - # Prepare a manual SF 1034. Annotate the new payment on the BRC and the reason for it. Attach a copy of the original payment, the CCV, and the EFT reject report.
  - # Forward to Disbursing for payment. Because this will be processed as a manual payment, it is not possible to send this payment via Interface.
-

Hi!



# Module 13

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TD Form 1099-MISC

Tax Table Maintenance and File  
Production

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# 1099 Tax Records

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- # As earlier stated, some vendors that have contracts with military forces may still incur taxable income.
  - # If a company is primarily based in the U.S., regardless of where their sub-office is, they must still report taxable wages.
  - # Contracting is responsible for providing the correct information. Ensure they are aware of the requirements.
-

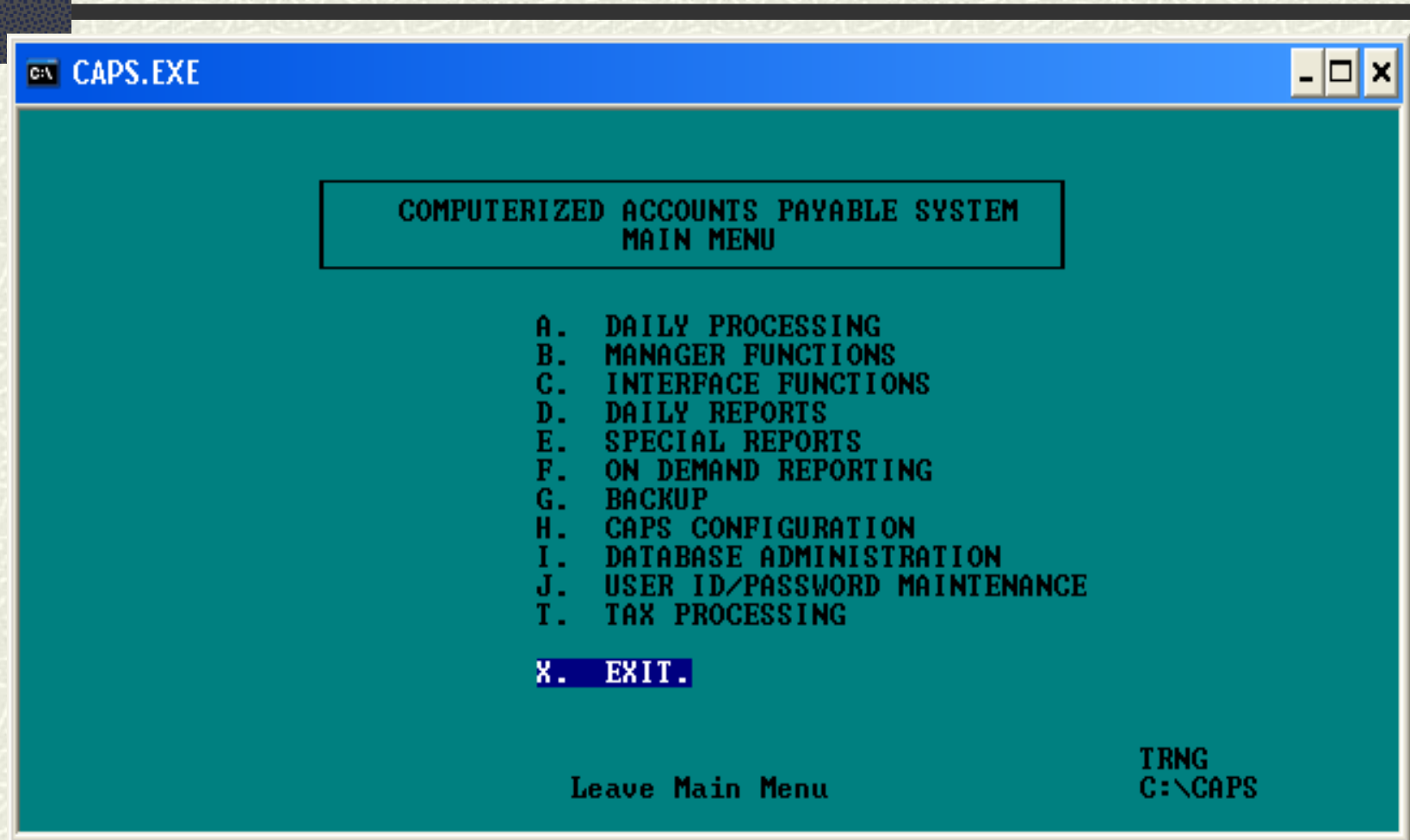


# 1099 Tax Records

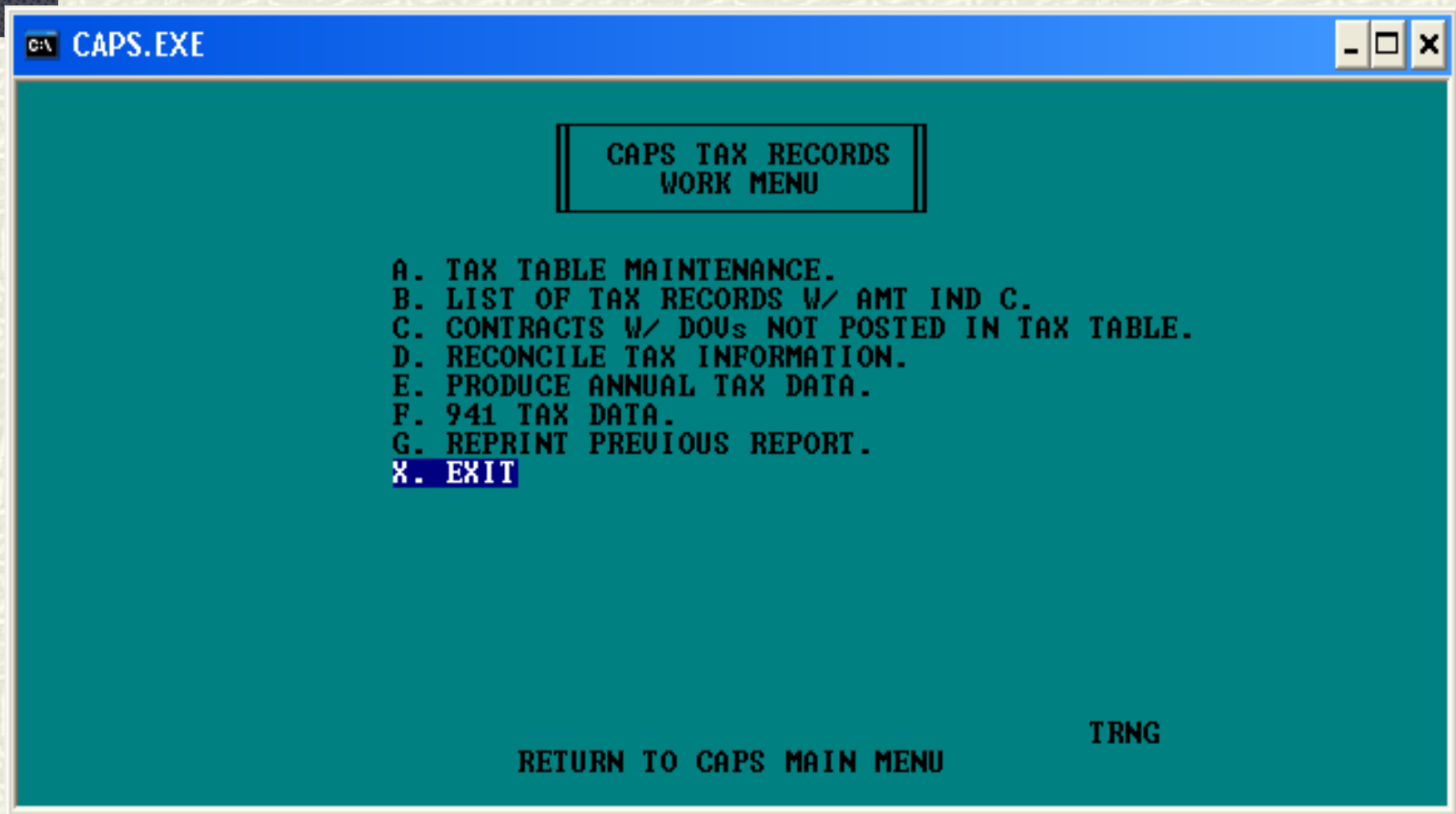
---

- # The tax year consists of all contracts paid between 1 Jan - 31 Dec of every year.
  - # The report must be ran between 1-5 Jan.
  - # The report must be emailed by cut-off of 6 Jan.
  - # The person responsible for producing the tax files must be given specific access to Tax Processing
-

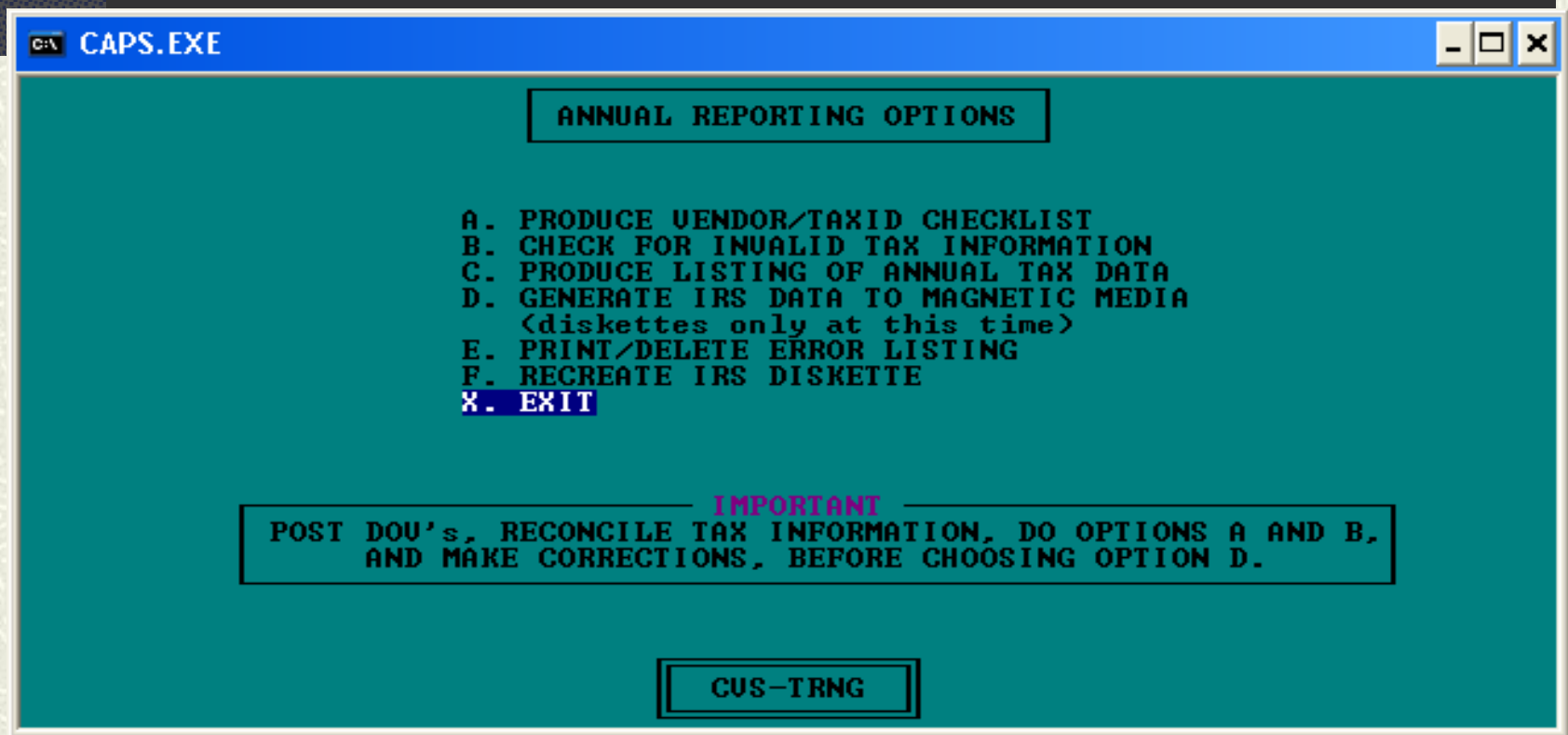
# 1099 Tax Records - Table Maintenance



# 1099 Tax Records – Table Maintenance



# 1099 Tax Records - Table Maintenance





# 1099 Tax Records - Table Maintenance

12/14/94	TAX ID NUMBERS/VENDOR NAMES IN IRS TAX FILE	Page No.	1			
TXID	VENDOR	CONTRACT	PMT	CORPSTAT	AMTIND	TINTYPE
11-3136595	HENRY SCHEIN INC.	SP0200-02-A-9492 M003	2	B	9	1
13-2692560	HOSPAC CORPORATION	SP0200-02-A-9005 M003	3	B	3	1
13-2692560	HOSPAC CORPORATION	SP0200-02-A-9005 M003	4	B	3	1
13-2692560	HOSPAC CORPORATION	SP0200-02-A-9005 M003	5	B	3	1
13-2692560	HOSPAC CORPORATION	SP0200-03-A-9005 M001	1	B	3	1
13-3326826	KERR CORPORATION	SP0200-02-A-9152 M001	1	B	3	1
13-3326826	KERR CORPORATION	SP0200-02-A-9152 M001	2	B	3	1
13-3660296	GLOBAL KNOWLEDGE	DD1884-03-B-GLOB ALKNE	1	B	7	1
36-2604143	BAKTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8001	2	B	3	1
36-2604143	BAKTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8001	3	B	3	1
36-2604143	BAKTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8001	4	B	3	1
36-2604143	BAKTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8002	1	B	3	1
36-2604143	BAKTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8002	2	B	3	1
36-2604143	BAKTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8002	3	B	3	1
36-2604143	BAKTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8002	4	B	3	1
36-2604143	BAKTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8002	5	B	3	1
36-2604143	BAKTER HEALTHCARE CORPORATI	SP0303-01-D-0002 8002	6	B	3	1
36-2604143	BAKTER HEALTHCARE LTD	SP0303-01-D-0002 8003	1	B	3	1
36-1597910	DENTSPLY NORTH AMERICA	SP0200-03-A-9111 MW020	1	B	3	1
36-1597910	DENTSPLY NORTH AMERICA	SP0200-03-A-9111 MW024	1	B	3	1
36-1597910	DENTSPLY NORTH AMERICA	SP0200-03-A-9111 MW027	1	B	3	1
36-1597910	MIDWEST DENTAL	SP0200-03-A-9111 MW020	2	B	3	1
36-1597910	MIDWEST DENTAL	SP0200-02-A-9111 MW039	1	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW003	2	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW006	1	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW009	1	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW01	1	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW010	1	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW011	1	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW013	1	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW014	1	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW015	1	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW015	7	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW016	1	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW017	2	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW031	1	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW031	2	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW035	1	B	3	1
36-1597910	MIDWEST DENTAL PRODUCTS	SP0200-03-A-9111 MW036	1	B	3	1
51-0123924	SMITH & NEPHEW INC	SP0200-01-A-9322 M006	3	B	3	1
52-0880974	TELOS CORPORATION	DAAS15-99-D-0001 G630	1	B	7	1
52-0880974	TELOS CORPORATION	DAAS15-99-D-0001 G630	2	B	7	1
52-0880974	TELOS CORPORATION	DAAS15-99-D-0001 G630	3	B	7	1
53-0731448	K2 TECHNOLOGIES	K62649-04-F-0661	1	B	7	1
54-1096026	IDENYIX INC	SP0303-01-F-0129	3	B	3	1
54-1096026	IDENYIX INC	SP0303-01-F-0129	4	B	3	1
54-1096026	IDENYIX INC	SP0303-01-F-0129	5	B	3	1
54-1416179	TRYCO	SP0200-03-A-9284 M004	2	B	3	1
54-1416179	TRYCO INC	SP0200-03-A-9284 M009	1	B	3	1
54-1416179	TRYCO INC	SP0200-03-A-9284 M001	1	B	3	1

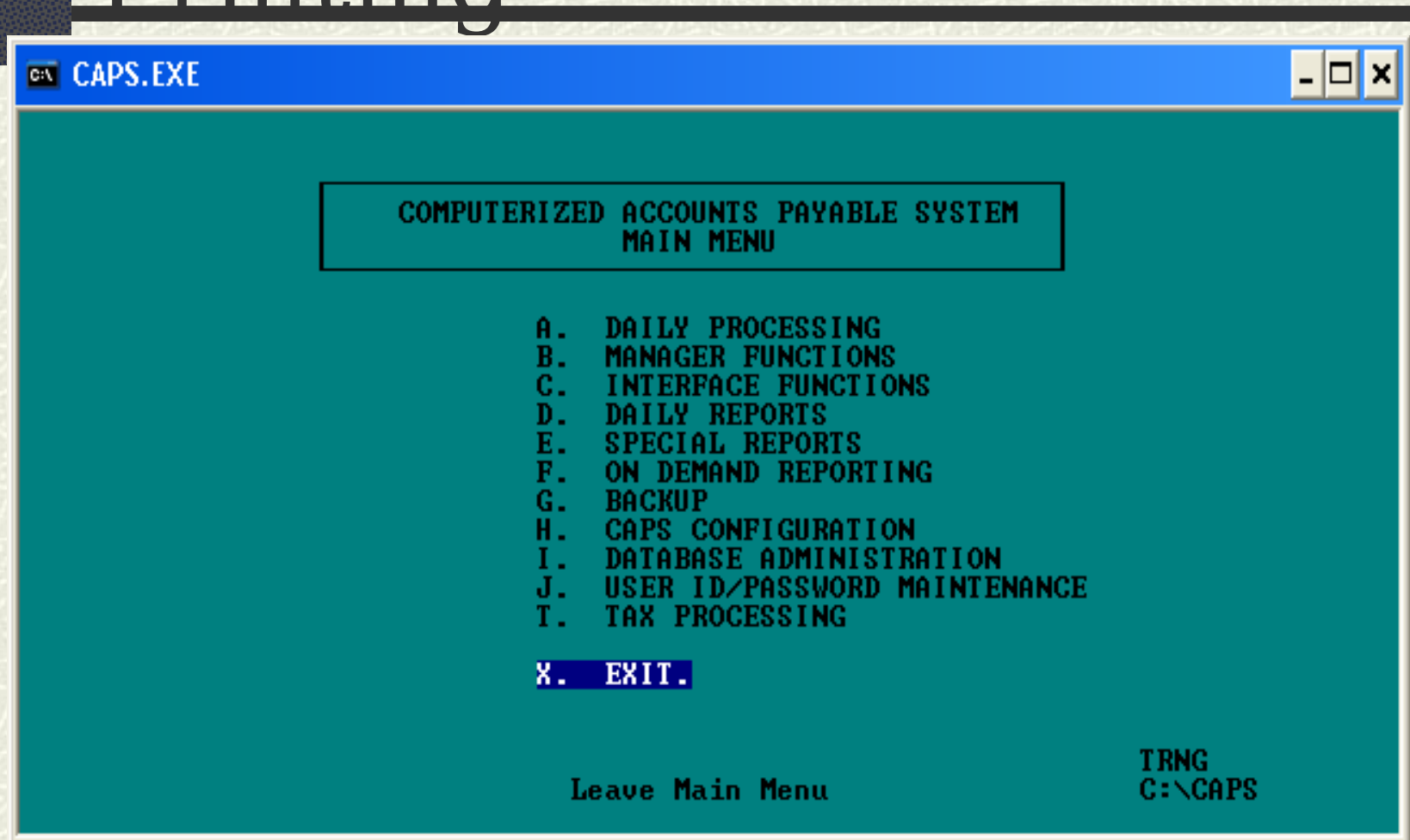


# 1099 Tax Records – Table Maintenance

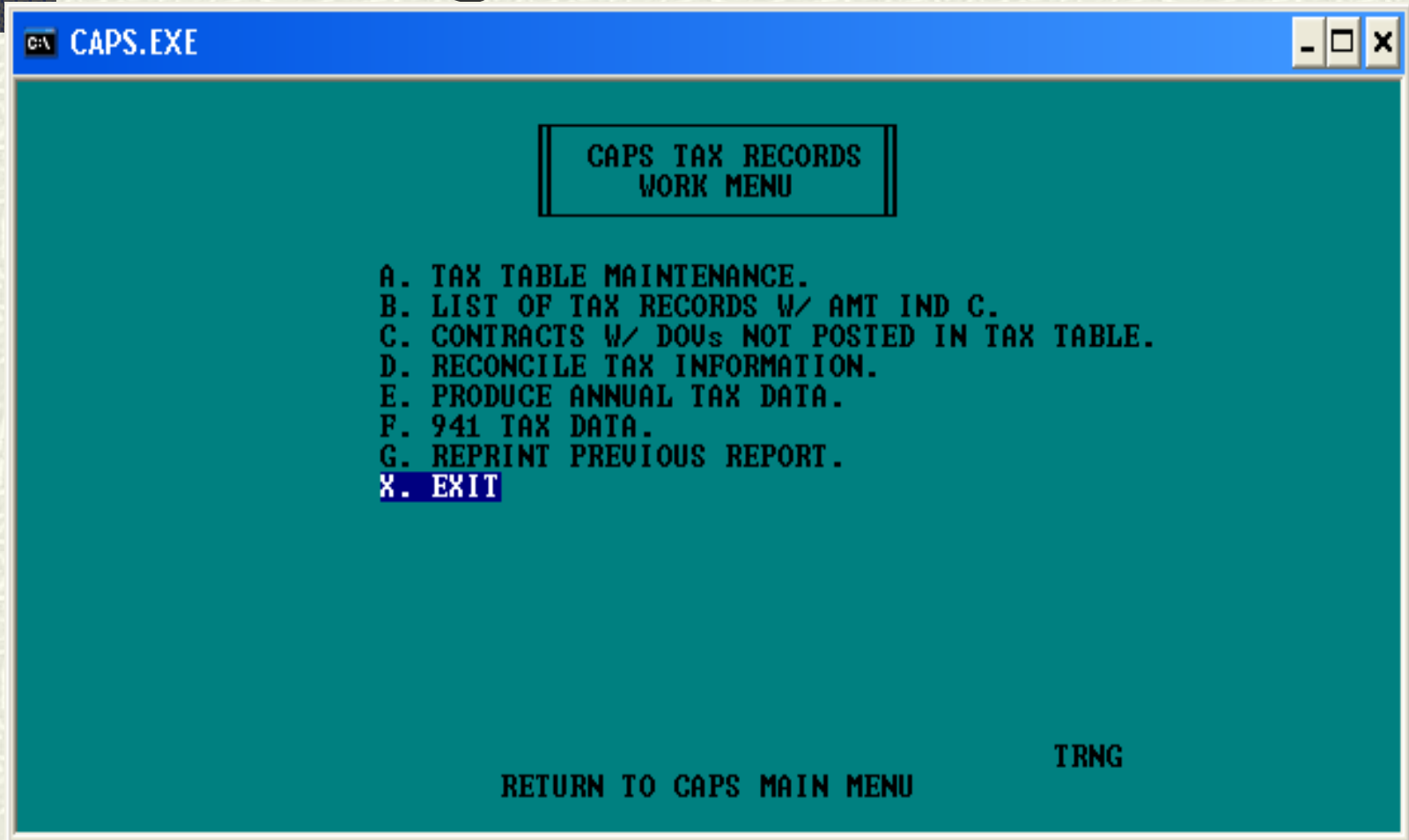
---

- # Review the amount indicator and corporate status for each listed contract payment.
    - If they are correct, no corrections need to be made.
    - If they are not correct, then corrections must be made.
  
  - # Review each contract number to verify if the payment was made for a product or service.
    - If a service, the payment remains on the tax file.
    - If for a product, the payment should be deleted from the tax table.
-

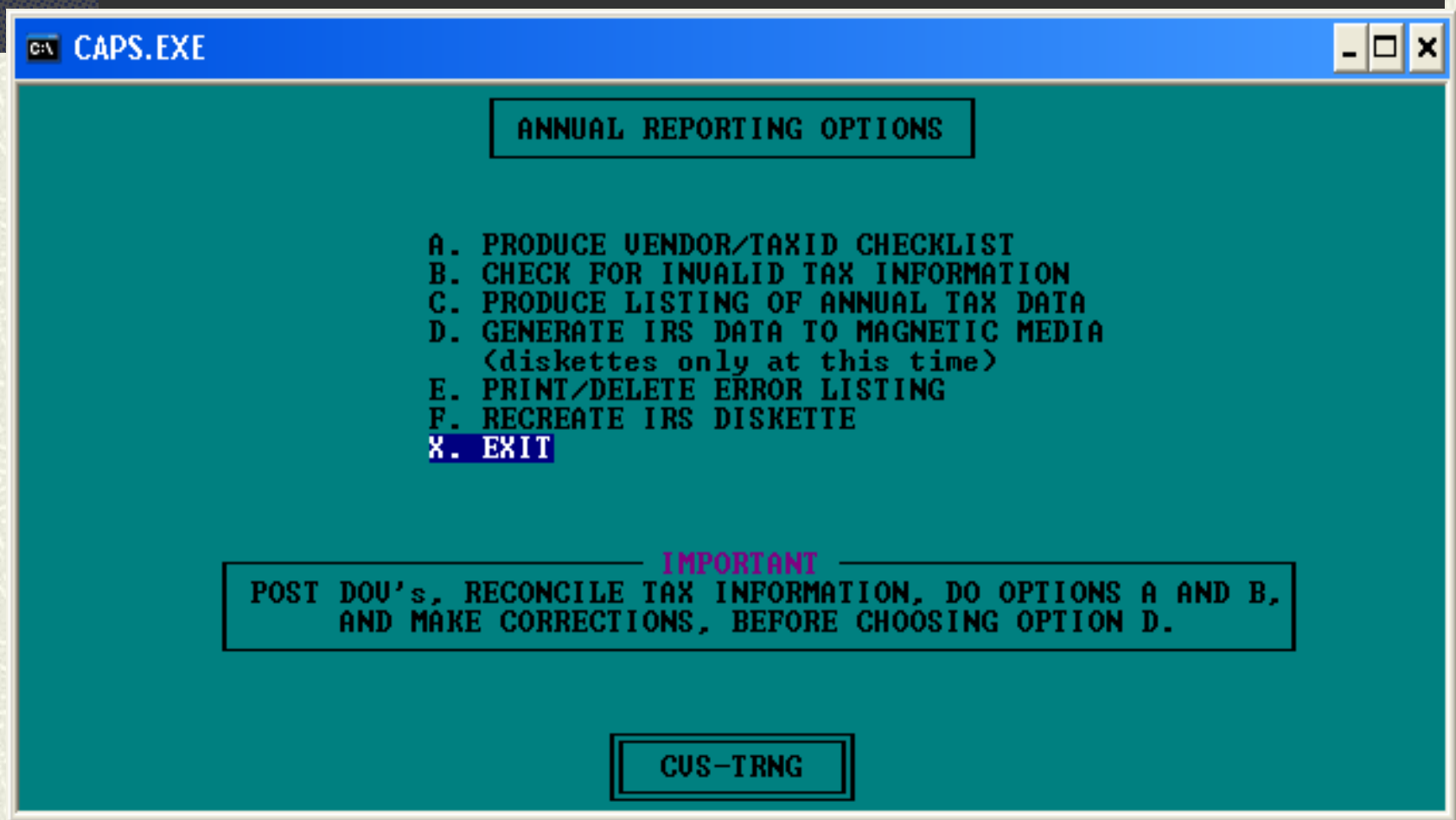
# 1099 Tax Records - Printing



# 1099 Tax Records - Printing



# 1099 Tax Records - Printing



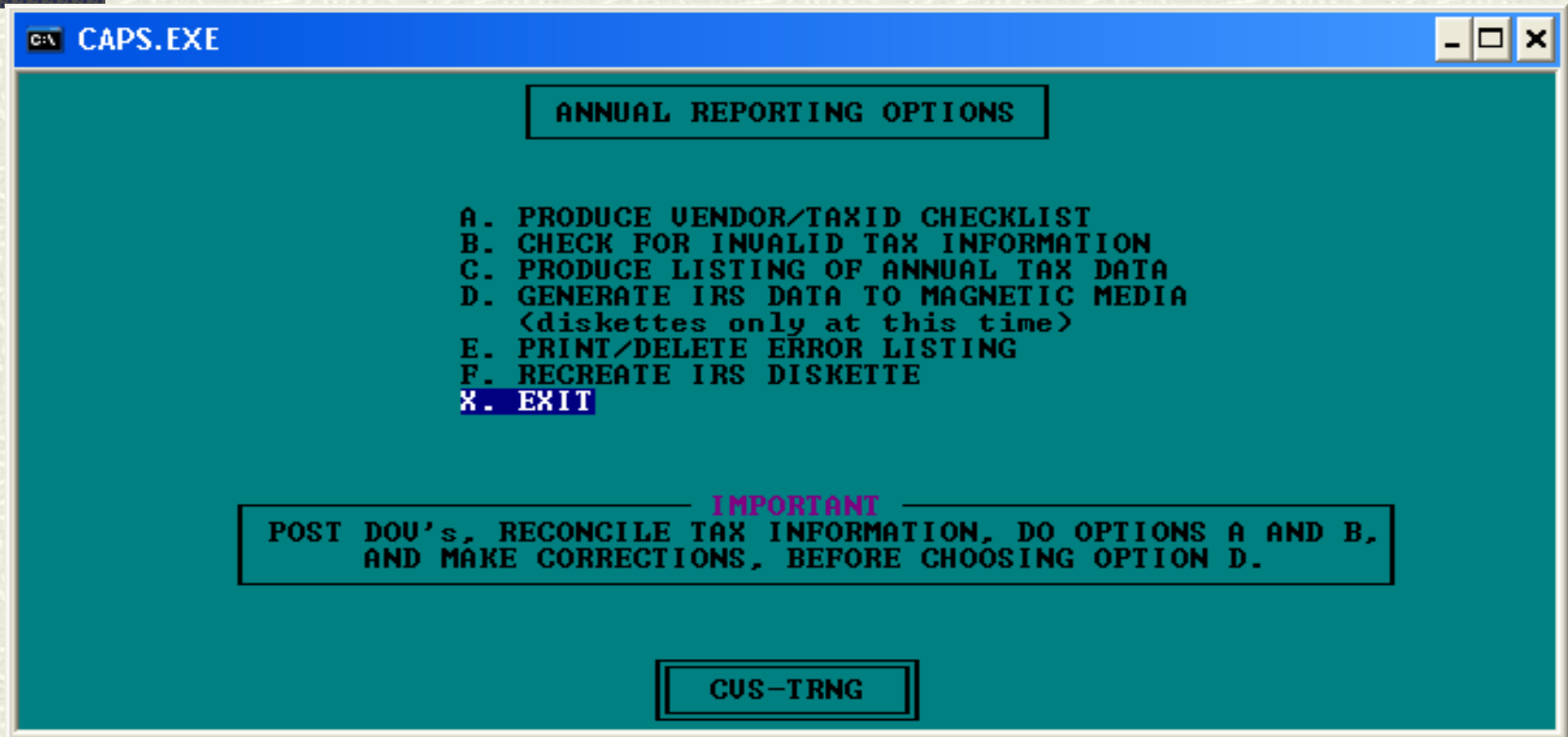
# 1099 Tax Records – Printing

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- # Run option <A> to produce vendor/taxID checklist.
    - Ensure vendor's name is spelled correctly
    - Vendor does not have different CORP status or TAXID
    - TAXID is entered in the proper format
    - CORP Status of A or B must have TAXID
  
  - # Run option <B> to check for invalid tax information.
    - Correct as necessary
  
  - # Run option <C> to produce listing.
    - Report will roll all payments made to the same vendor by TAXID.
    - Each vendor record will have the following category listed:
      - Required, Not Required, Verify
      - All records listed as verify must be researched
      - Only tax records marked required should be submitted to DFAS-CO tax office.
-

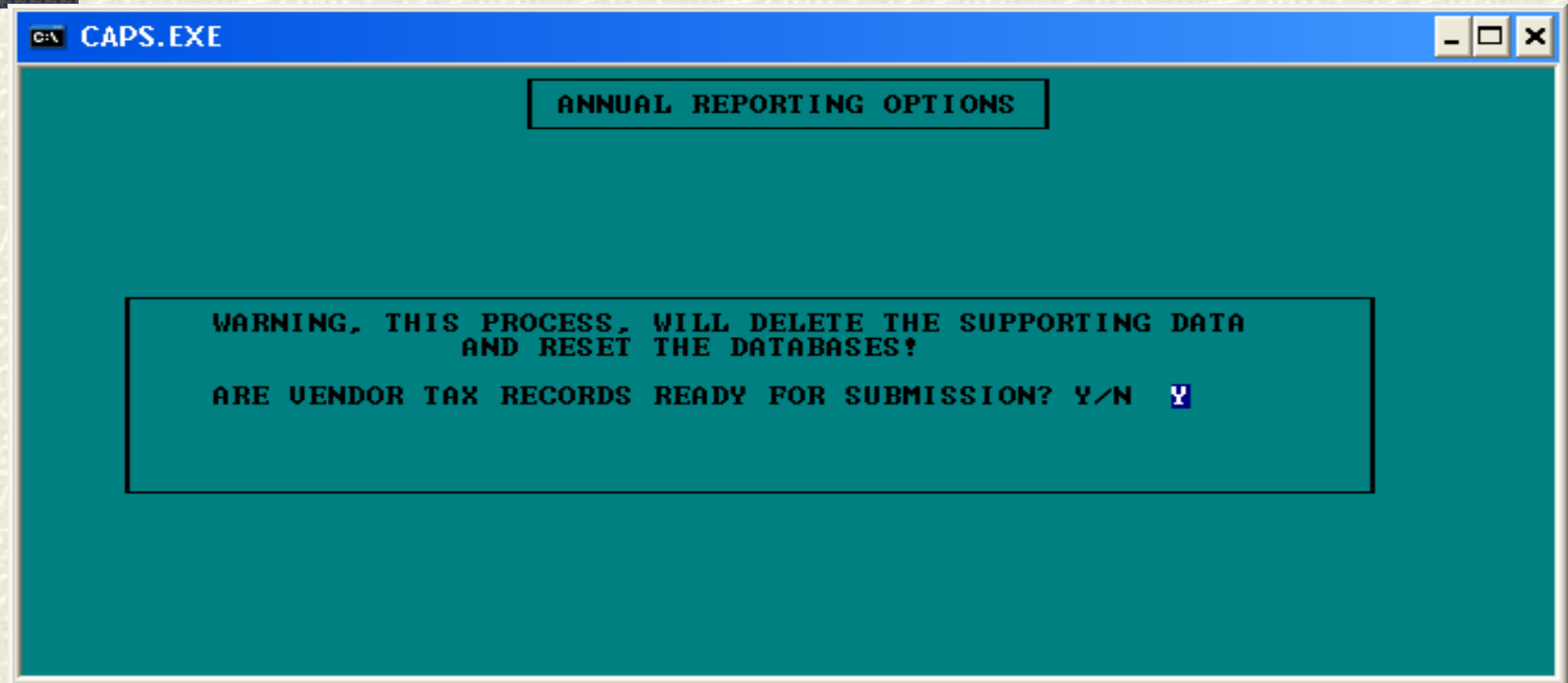


# 1099 Tax Records - Printing



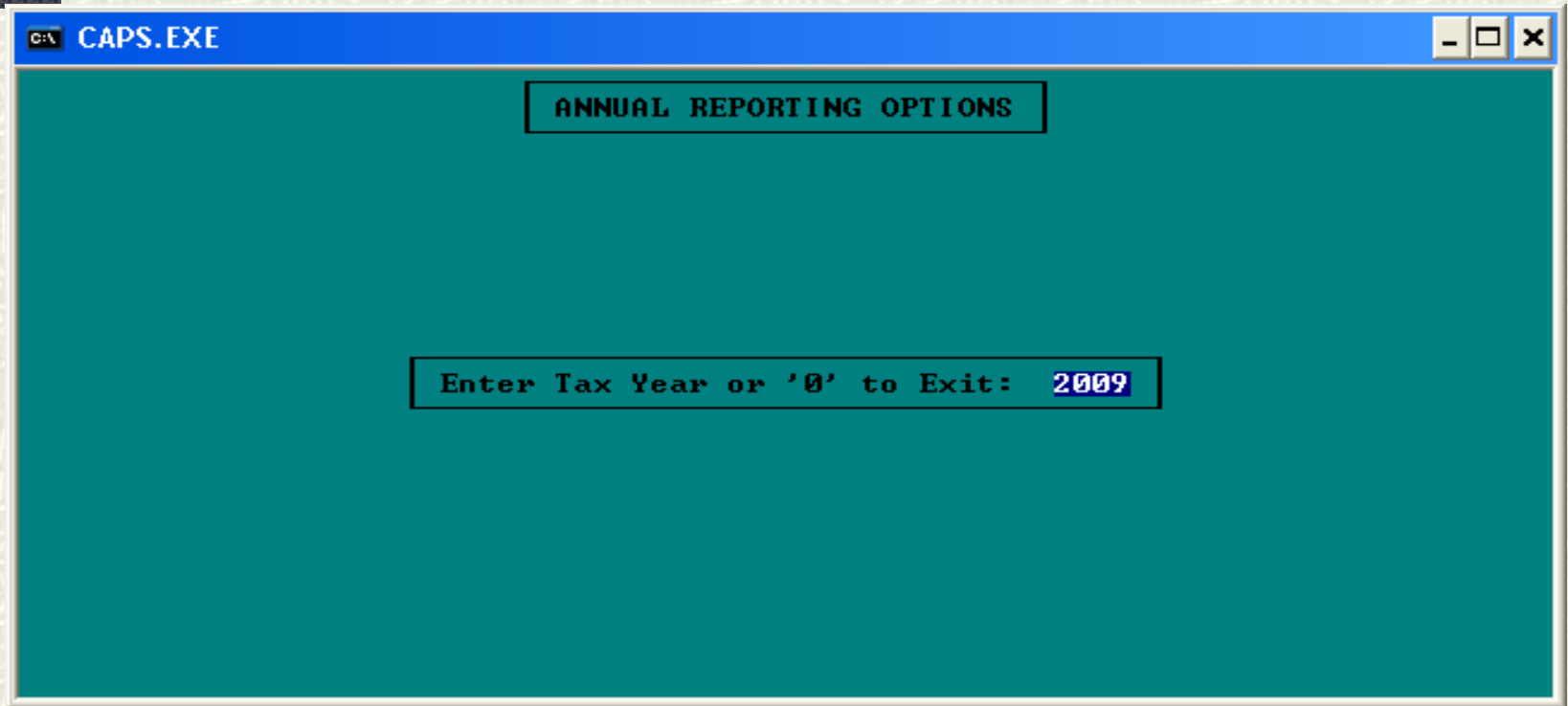
\*\*\*Prior to generating the IRS data file, ensure a Back-up is done!\*\*\*

# 1099 Tax Records - Printing



\*\*\*Answering <Y> will delete the supporting data and reset the database!\*\*\*

# 1099 Tax Records - Printing



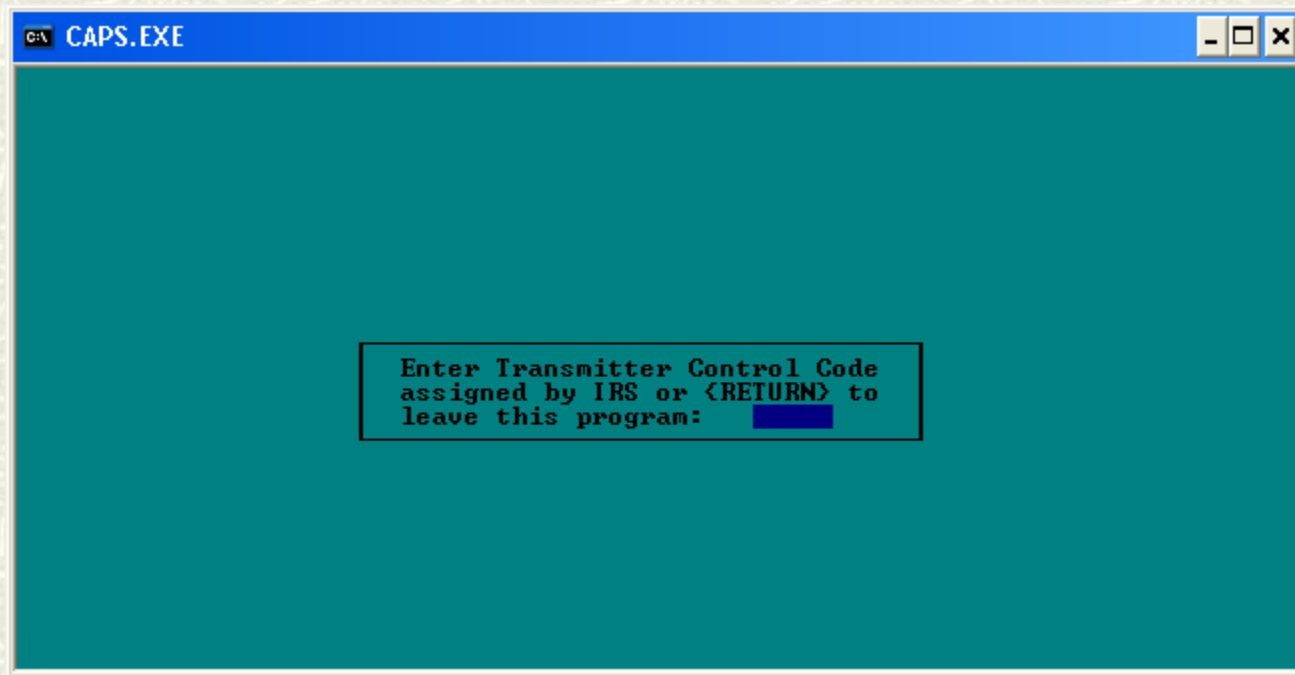
CAPS.EXE

ANNUAL REPORTING OPTIONS

Enter Tax Year or '0' to Exit: 2009

\*\*\*Enter the year of the Tax Year being ran.\*\*\*

# 1099 Tax Records - Printing



To obtain this, contact the IRS at 1-866-455-7438, Option 3

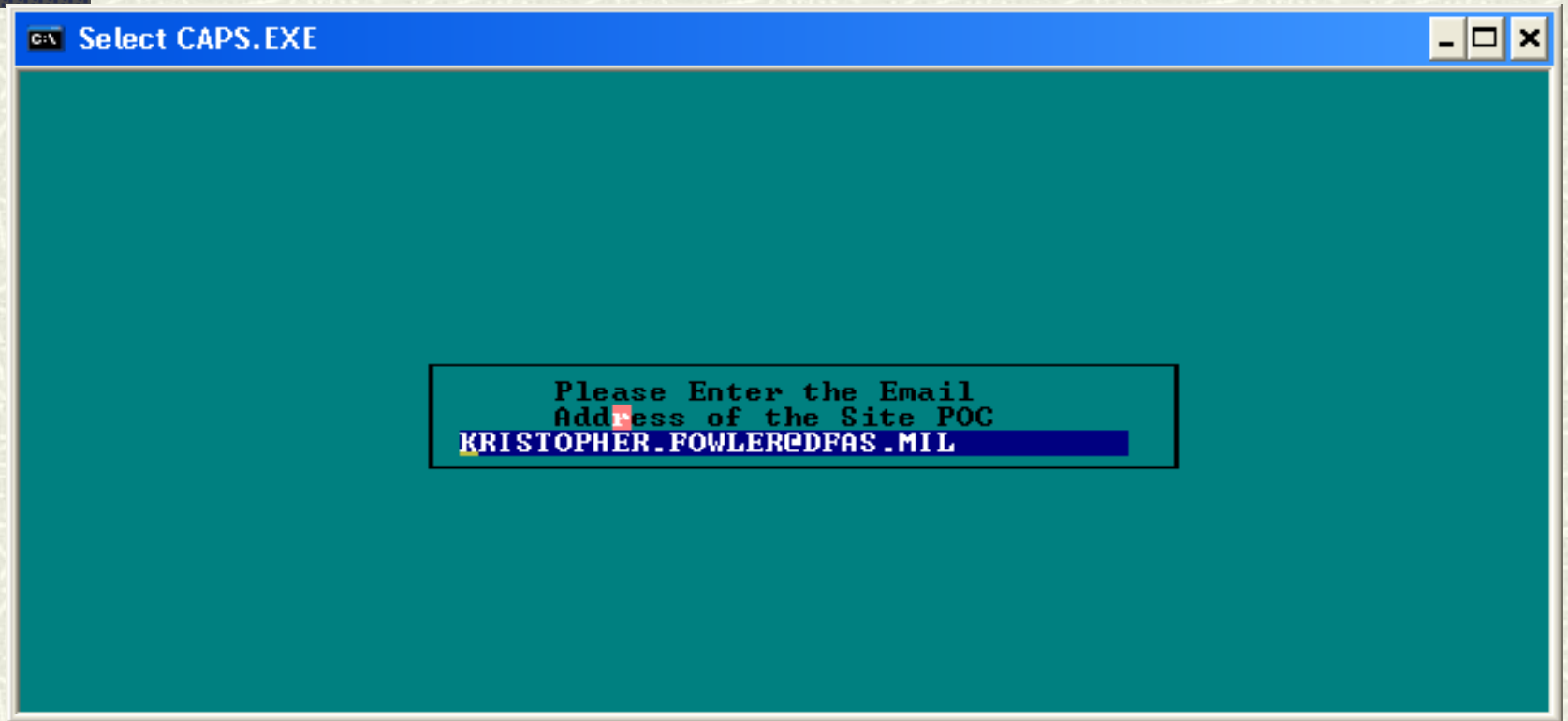
# 1099 Tax Records - Printing



Input Transmittal Code again to verify.



# 1099 Tax Records - Printing



Enter POC email

# 1099 Tax Records – Printing

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- # Enter either <Y or N> when asked if this is the final year for site submission.
  - # Insert blank CD when prompted to do so.
  - # The file IRSTAX.001 will be created.
  - # Copy this file to disk.
-

# 1099 Tax Records – Printing

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- # The file must be emailed to the DFAS Tax Office POCs.
  - # Emails must be digitally signed and encrypted.
  - # Email must include site name, Pay system name (CAPS-C), and count of 1099s in the “C” record.
-

Hi!

